

# Principal Procurement/Commercial Lead, Strategic Programmes | Kaiarataki Mātāmua Hoko Mai/Arumoni, Ngā Hōtaka Arumoni

## Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

## Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

In your role as Principal Commercial Lead, you will oversee the broad commercial aspects of assigned Strategic Programmes and lead a team of 0-4 professionals. You will be a commercial lead and business partner, and may have a formal role in the leadership structure of assigned programmes/projects. You will be responsible for providing leadership and end-to-end commercial lifecycle management for significant strategic contracts (from strategy and sourcing, to supplier performance management and vendor account management, through to concluding contracts and disposals).

You will be a trusted advisor and accountable to the Project Board/Senior Responsible Officer for integrated commercial planning and outcomes, cost & finance and risk management including probity.

As the Principal Commercial Lead, you will be a leading specialist in your field and provide strategic and commercial advice, support to the senior leadership of Stats NZ, and be responsible to coordinate and develop all procurement and commercial artifacts, activities and reporting. You will be required to deliver procurement strategies, sourcing, lifecycle management, financial management and programme specific commercials. Contract Management excellence is required for all contracts including direct management of large or high-risk contracts and oversight/advice/support of smaller contracts in category.

You will be required to play a critical role in our ability to achieve our goals by creating and maintaining strong relationships with internal and external stakeholders and negotiating favourable contractual and commercial positions. You will support business owners by producing strong contracts, owning contractual management of key contracts, and communicate contractual changes and opportunities to all stakeholders. You will be responsible for leading the work with Stats NZ business owners, vendor managers and Stats corporate support functions to resolve any contract-related issues that come up, whether internally or externally.

Requirements in your role may change with the needs of the organisation.

| Key Outcomes  | Accountabilities  |
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| Manage commercial team direct reports   | <ul style="list-style-type: none"><li>• Lead and manage commercial team direct reports.</li><li>• Be the key point of contact for all strategic and commercial advice and take a leading role in coordinating with internal users and your team.</li><li>• Assist with delivery of training and development needs of your team including on the job training.</li><li>• Provide confident leadership to stakeholders and team members to ensure a cohesive and planned approach, calmly dealing with complexity, ambiguity and uncertainty.</li><li>• Mentor, support and regularly engage with stakeholders, team members and colleagues to build capability and positively influence culture.</li></ul> |
| Operate as the Commercial Business Partner and Commercial Lead for Strategic Programmes/ Projects | <ul style="list-style-type: none"><li>• Perform the Commercial Business Partner function for assigned programmes, projects, systems, and business users/Groups.</li><li>• Operate as a trusted advisor to the Programme/Business Unit Leadership and be accountable to the Project Board/SRO/Business Owner for commercial outcomes, cost/finance and risk management, and probity.</li></ul>   |

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|  | <ul style="list-style-type: none"> <li>• Lead the end-to-end commercial lifecycle management and leadership on significant programmes and assigned business activities.</li> <li>• Deliver strategy and planning specific to the programme's commercials and build and maintain the programme supply chain.</li> <li>• Lead, deliver, delegate or upskill business and support units as required.</li> <li>• Use your technical specialised commercial, business and strategic knowledge and expertise to provide direction to the leadership team and senior managers on procurement, contract and commercial matters.</li> <li>• Represent Stats NZ at meetings with suppliers, clients and representatives from other Government agencies as required.</li> <li>• Represent industry (suppliers) at internal meetings to inform Stats NZ decision making.</li> <li>• Provide a range of fit for purpose solutions that lead to efficiencies and/or enhanced business performance.</li> <li>• Guide the development of annual procurement plans and industry performance reviews for various groups, business units and branches.</li> <li>• Ensure activities are aligned with Stats NZ's policies and practices and strategic objectives.</li> </ul> |
| Support your group's strategic direction               | <ul style="list-style-type: none"> <li>• Demonstrate awareness of Stats NZ's purpose and strategy and the link to this role.</li> <li>• Demonstrate our values and organisational character.</li> <li>• Embrace te tikanga.</li> </ul>   |
| Provide support to the Head of Commercial Arrangements | <ul style="list-style-type: none"> <li>• Support Head of Commercial Arrangements to drive and deliver excellence.</li> <li>• Support the delivery of the Team's work programme, ensuring that: <ul style="list-style-type: none"> <li>○ work is prioritised appropriately.</li> <li>○ the team delivers on performance targets.</li> <li>○ delivery is on time, to budget and the standard required.</li> <li>○ manage issues that arise, and/or escalate to Head of Commercial Arrangements, as appropriate</li> </ul> </li> <li>• Risks and identified and mitigated or escalated as appropriate.</li> </ul>   |
| Delivery of best practice procurement                  | <ul style="list-style-type: none"> <li>• Lead the development and implementation of procurement systems/framework improvement initiatives.</li> <li>• Update procurement and contracting documentation for Stats NZ staff to access and use for all procurement and contract activities when and where required.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Provide the advice and practice to assigned projects and business owners.</li> <li>• Provide expert advice to internal clients on the legal requirements or potential ramifications of procurement and contract activity both active and anticipated.</li> <li>• Work with external stakeholders on behalf of internal clients to identify and manage known legal, commercial, reputational or supply chain risks that could arise from procurement or a contracting activity.</li> <li>• Run briefing sessions for external stakeholders, suppliers, vendors seeking to engage with Stats NZ through procurement and contract activity ensuring they have the knowledge to comply with Stats NZ's requirements.</li> <li>• Ensure all pro-forma contracts and documentation meet legal and policy requirements.</li> <li>• Guide internal clients on all aspects of procurement and contract documentation and management at all stages of the project ensuring all documents meet Stats NZ and public sector procurement and contract strategies, policies, processes and rules. <ul style="list-style-type: none"> <li>◦ Draft, evaluate, negotiate and execute contracts.</li> <li>◦ Support business owners with the establishment and maintenance of supplier relationships.</li> <li>◦ Provide support with contract-related issue resolution, both internally and externally.</li> </ul> </li> <li>• Support the organisation with monitoring and completing contract close-out, extension or renewal, as appropriate.</li> </ul> |
| Deliver best practice commercial and contract management | <ul style="list-style-type: none"> <li>• Drive high performing portfolios, suppliers, partners and contracts.</li> <li>• Build and maintain auditable quality contracts, contract management plans, category reviews and other relevant commercial documentation.</li> <li>• Align suppliers and manage obligations, financials, incentivise performance, drive innovation, resolve disputes, protect Stats NZ's interests.</li> <li>• Regularly review contract terms, monitor compliance, and address any discrepancies promptly.</li> <li>• Provide advice to management on managing contract risk and resolving any contract management issues or disputes, and manage these matters as appropriate.</li> <li>• Maintain clear communication with all stakeholders to facilitate smooth contract execution and foster strong business relationships.</li> <li>• Represent Stats on commercial aspects of meetings and reporting.</li> </ul>  |
| Build capability   | <ul style="list-style-type: none"> <li>• Instruct and guide junior procurement staff.</li> <li>• Coach procurement advisors and business owners on administrative and reporting requirements and</li> </ul>  |

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|  | <p>coordinating their activities, ensuring that all documentation and reporting activities comply with Stats NZ's policies, procedures, legislation and Government Procurement Rules.</p> <ul style="list-style-type: none"> <li>Identify and implement continuous improvements within your sphere of influence.</li> </ul>   |
| Build connections and work collaboratively   | <ul style="list-style-type: none"> <li>Actively contribute to the development of engagement models with internal clients</li> <li>Effectively and confidently communicate with executive leadership and senior managers.</li> <li>Contribute to strategic thinking, risk management and problem-solving discussions.</li> <li>Develop effective relationships with internal and external clients and stakeholders and being responsive to their needs.</li> <li>Be responsive to Māori clients and stakeholders (internal and external) and their information management needs.</li> <li>Contribute to collaborative relationships and networks across the public sector and with external organisations.</li> </ul>  |
| Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.                                 | <ul style="list-style-type: none"> <li>Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>Actively demonstrates <a href="#">The Way We Work</a> principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul> |
| Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions. | <ul style="list-style-type: none"> <li>Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.</li> <li>Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>Impartial – treating people fairly without personal favour or bias.</li> <li>Accountable – taking responsibility and answering for work, actions, and decisions.</li> </ul> </li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>○ Trustworthy – acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people's needs and aspirations.</li> </ul>   |
| Demonstrated commitment to Health, Safety and Wellbeing while at work. | <ul style="list-style-type: none"> <li>● Take personal responsibility for your own health safety and wellbeing.</li> <li>● Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>● Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>● Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul> |

## Person specification | Ngā āhuatanga e hiahiatia ana e mātou

### Core requirements

- A relevant tertiary (degree-level or higher) qualification in business, commerce, law or similar.
- Minimum of fifteen years' work experience in a commercial role with proficiency in end-to-end aspects of the procurement lifecycle (including strategy, policy, sourcing, supplier relationship and contract management in large and complex environment).
- A track record of delivery in a commercial lead role on strategic programmes.
- High quality written and oral communication skills suitable for a varied audience in a corporate setting.
- Experience using everyday office software including Microsoft suite of products (e.g., Outlook, Word, Excel, PowerPoint), Intranet, online communications channels for meetings and chat, etc.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Experience working with major suppliers and vendors, external stakeholders and customers in the public and private sectors.
- Understanding, and practical application, of the Government Procurement Rules.

### Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Other relevant qualifications such as Member of the Chartered Institute of Procurement and Supply or World Commerce and Contracting Certified Commercial and Contract Management Expert.
- Understands Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.
- Experience working and collaborating with Māori, iwi, hapū and other Tiriti partners.

- Understands, mātauranga Māori, te ao Māori and Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori and support initiatives to increase responsiveness to Māori.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.

## Commercial Arrangements | Whakaritenga Arumoni

The Commercial Arrangements Branch is an integral part of the Technology, Operations, Commercial & Collections Group, reporting into the Deputy Chief Executive / Deputy Government Statistician.

In Commercial Arrangements we use our expertise to build strong relationships and uplift commercial and contractual capability to drive excellence within Stats NZ. Our goal is to be the gold standard of Government commercial practice.

