



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Sourcing Manager

Commercial Strategy and Delivery, SST

This role supports the function of the Government Chief Information Officer as the ICT Functional Leader for Government. The Sourcing Manager is responsible for planning and managing sourcing initiatives to procure All of Government ICT shared capabilities to support the NZ Government ICT Strategy and build shared capability for Government. The role leads a team of procurement, technical and commercial specialists from agencies and external resources to deliver fit for purpose commercial arrangements that realise the benefits agreed in strategic plans.

- **Reporting to:** Business Change Portfolio Manager
- **Location:** Wellington
- **Salary range:** TBA

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p>Lead and manage the sourcing activity portfolio</p> <ul style="list-style-type: none"> • Lead a virtual team, of Architecture, Technical Specialists, Legal, Business Owners, and other Government Agencies, through the procurement process including project management through solution refinement and contract negotiation stages • Plan and execute negotiation strategies that will meet the overall goals and ensure achievement of ICT Functional Leadership outcomes and strategy • Identify and apply best practice in the management of Total Cost of Ownership /Whole Of Life Cost, complex supply and value chain management and trade-offs. • Lead critical resource and work planning for the business change sourcing activity portfolio. 	<ul style="list-style-type: none"> • The process of establishing ICT shared capabilities is open, fair and commercially robust, involving multiple agencies and conducted using project methodology. • All procurement programs maintain the highest degree of rigor in relation to assurance, probity, management and risk given their level of complexity and the level of media attention that they will endure. • ICT shared capabilities suppliers are solutions are stringently assessed and due diligence is completed. • AOG sourcing and procurement projects are resourced with appropriate skills and expertise.
<p>Deliver fit for purpose commercial arrangements</p> <ul style="list-style-type: none"> • Establish, manage and maintain the sourcing pipeline for All of Government shared capabilities • Lead contract negotiations and ensure handover of contract to Supplier and Contract Managers • Develop and maintain appropriate tools to manage the sourcing process. • Develop and maintain key relationships in other agencies and with external subject matter experts to ensure CSD has access to expert resources. 	<ul style="list-style-type: none"> • Procurement plans and strategies that ensure achievement of ICT Functional Leadership outcomes and strategy • ICT shared capabilities will meet agency requirements, are jointly designed, have capacity, and will deliver to the ICT strategy.
<p>Provide thought leadership</p> <ul style="list-style-type: none"> • Provide advice in specialist area of ICT sourcing and procurement to SST Directorate, governance groups and other agencies. • Represent GCIO at various government forums, contribute to open All of Government dialogue and provide advice and guidance on complex ICT sourcing to other agencies. • Continually review, identify and provide feedback/suggestions for the improvement of the sourcing and procurement processes, procedures and documentation. 	<ul style="list-style-type: none"> • GCIO is recognised as exemplar in the field of ICT procurement and modern, innovative commercial contract development. • Recognition as providing genuine thought leadership in the market through personal actions, experience and personal acceptance.

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<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	AOG Supply Strategy team	✓	✓	✓	✓		✓
	AOG Supplier Relationship Managers		✓		✓		✓
	Commercial contract managers		✓	✓	✓		✓
	DIA commercial legal team		✓	✓	✓		
	CSD Senior Management team	✓		✓	✓		✓
	AOG Common Capability team			✓	✓		✓
	SST directorate and leadership team	✓		✓	✓		
	Sourcing project teams			✓	✓	✓	
External	Suppliers (potential respondents to tenders)	✓		✓	✓	✓	
	External subject matter experts - contractors	✓	✓	✓	✓	✓	
	Other Agencies	✓	✓	✓	✓	✓	✓
	Shared Capability Steering Group	✓		✓	✓		✓
	Legal	✓	✓		✓		
	MBIE – Government Procurement Branch	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	N/A
Direct reports	1 – 5 contractors

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving Critical thinking 	<p>Experience:</p> <ul style="list-style-type: none"> Extensive skills and experience in ICT procurement borne through managing complex tender processes with a high level of risk and public profile Extensive negotiation skills and experience, including experience borne through leading complex negotiations preferably at an All-

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<ul style="list-style-type: none"> • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>of-Government level, which are complex, high risk, and will be able to withstand media and public scrutiny</p> <ul style="list-style-type: none"> • Extensive commercial acumen and a strong commercial background and focus • Experience working within the ICT environment with a comprehensive understanding of the New Zealand market context • Deep and demonstrable experience working within procurement disciplines • Ability to take strategies and translate them into plans which successfully deliver on outcomes • Deep demonstrable experience in the design and development of commercial outcomes <p>Knowledge:</p> <ul style="list-style-type: none"> • A comprehensive understanding of the Supply Management lifecycle and how to develop strategies to create leverage opportunities at each stage • Knowledge of and experience working with relevant legislation, public sector requirements, codes and guidelines <p>Skills:</p> <ul style="list-style-type: none"> • Excellent analytical skills – able to break down complex issues into understandable pieces, able to see hidden issues, probes all possible solutions, connects smaller issues together to see/understand the big picture • Excellent interpersonal and influencing skills – able to influence and persuade stakeholders to buy-into approaches, able to adapt style to fit the needs/preference of audience • Superior problem solving skills at a level to work through issues of considerable complexity, using high level conceptual thinking skills, in depth analysis in the context of the overall business issues for Govt as a whole, and the judgment to select and apply/recommend appropriate decisions. • Excellent relationship/stakeholder management skills – able to establish, build

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	<p>and maintain relationships at all levels of an organization</p> <ul style="list-style-type: none">• Highly developed interpersonal skills which can be applied at senior levels of any organisation and external stakeholders. Confident relating to a broad range of stakeholders including technologists and senior executives. Able to adapt style & approach to audience need & preference• <p>Other requirements:</p> <ul style="list-style-type: none">• Prince 2 project management or similar.• CIPS qualification.• Able to hold a Confidential security clearance.