



# Job description

## Haere mai

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

## Commercial Procurement Manager- ICT

### Finance, Shared Services

The purpose of the Commercial Procurement Manager- ICT is to drive value for money for the department by developing and implementing commercial strategies across the procurement lifecycle (plan, source, manage), by leading and managing key ICT category and procurement initiatives for the department.

- **Reporting to:** Team Leader Commercial ICT
- **Location:** Wellington
- **Salary range:** TBC

### 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><b>Commercial Development and Procurement Strategy</b></p> <ul style="list-style-type: none"> <li>• Develop and delivery of the Department’s commercial procurement strategies</li> <li>• Drive the rationalisation of supplier arrangements and contracts across the Department to deliver business efficiencies and enhance value for money for the Department’s ICT spend</li> <li>• Apply agile commercial thinking to deliver the Departments ICT strategy</li> <li>• Practice a continuous improvement approach by reviewing the methodologies, work methods and results of the procurements and maintain a positive approach to solving problems/issues</li> <li>• Ensure that all ICT procurement activities meet the spirit and intent of the Government’s Rules of Sourcing</li> <li>• Ensure procurement practices stand up to all risk, probity and assurance checks that may be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial procurement strategies, deliverables and activities are achieved and practises are in line with Finance &amp; DIA strategy and the Government Procurement Strategy and Rules of Sourcing</li> <li>• Rationalisation targets and business efficiencies realised</li> <li>• Contribution to initiatives in the DIA Commercial Procurement Strategy and Action Plan</li> </ul>
<p><b>Leadership of the Procurement Process</b></p> <ul style="list-style-type: none"> <li>• Lead a virtual team of Architecture, Technical Specialists, Legal, Business Owners and other Government Agencies, through the procurement process, delivering commercial value</li> <li>• Develop procurement plans and strategies that ensure achievement of ICT Functional Leadership (led out of the GCIO within DIA) and DIA ICT strategy</li> <li>• Plan and execute market engagement that uses markets to drive DIA forward and manage risk</li> </ul>	<ul style="list-style-type: none"> <li>• Effective leadership provided to teams involved in the procurement process</li> <li>• Teams successfully deliver on procurement outcomes</li> <li>• Procurement strategies and plans in place that align to ICT Functional Leadership and DIA ICT strategy</li> </ul>
<p><b>Policy and Strategy development and implementation</b></p> <ul style="list-style-type: none"> <li>• Assist with the commercial aspects of departmental business cases. Lead the Procurement aspects of business cases.</li> <li>• Provide consultancy and advice to business units across the plan, source, manage lifecycle and how the Commercial Team can help drive required outcomes</li> <li>• Ensure strategy and policy development activities are linked to strategic objectives and AOG directions and priorities</li> <li>• Ensure legal and policy constraints are identified and considered in the implementation of sourcing strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental Business cases are well supported by comprehensive input from procurement</li> <li>• Recognised by Business Units as an expert source of advice and information on ICT procurement</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Commercial and Contract Management</b></p> <ul style="list-style-type: none"> <li>Establishing and maintaining appropriate vendor Government models to deliver value to DIA</li> <li>Managing business and third party supplier performance to maximise commercial value</li> <li>Optimising and managing the relationship between key IT Group personnel and key vendor personnel</li> <li>Acting as a point of escalation for any contract management or relationship issues</li> <li>Leading, developing, managing and improving the performance of a set of ICT service providers</li> <li>Negotiating change within the lifecycle of existing contracts to ensure the full benefits of contracts are realised and that contracts are continuously improving</li> <li>Influencing and advising key stakeholders in order to realise potential opportunities, leveraging key relationships to achieve successful outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Clear performance measures and expectations are in place to monitor and manage supplier and service contracts and performance.</li> <li>Maximum value and/or performance and outcomes are derived from our suppliers and service providers</li> <li>Contract management and relationship issues resolved quickly without impact on performance</li> <li>Strong vendor, supplier and service provider relationships are in place</li> </ul>
<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>Engaging with internal stakeholders and acting as a conduit between business units to ensure that vendors and contracts are managed in accordance with DIA's strategic, frameworks, policies and guidelines</li> <li>Work with all key stakeholders to identify and realise demand management opportunities</li> <li>Developing and maintaining effective working relationships with key external stakeholders in the Public Service to ensure the Commercial Procurement Team works effectively across the Department.</li> <li>Working with DIA's Legal Team to accurately assess and manage the levels of commercial risk associated with contracts</li> </ul>	<ul style="list-style-type: none"> <li>Recognised by stakeholders as a trusted facilitator and advisor</li> <li>All procurement advice, analysis, processes and practices developed by the Commercial ICT team incorporates input from relevant areas of the business</li> <li>Good working relationships are maintained internally and externally with stakeholders.</li> <li>ICT Procurement team members work collaboratively with each other and colleagues in the Commercial Services team to deliver seamless and joined up services to the business.</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Category Management</b></p> <ul style="list-style-type: none"> <li>Develop and drive category management to fully leverage DIA's spend and maximise supplier performance</li> <li>Manage the development and execution of category practices for selected categories</li> <li>Ensuring Performance monitoring and reporting processes are in place to monitor the ongoing performance of each ICT category, vendor and contract</li> <li>Inputting into the Strategic Supply Relationship Management function (SSRM)</li> </ul>	<ul style="list-style-type: none"> <li>Robust category management framework, policies and guidelines in place that align to the All of Government ICT Strategy</li> <li>Informative, accurate and timely performance monitoring and reporting processes in place for ICT categories, vendors and contracts.</li> <li>Robust category practises in place</li> </ul>
<p><b>Thought Leadership and Best Practice</b></p> <ul style="list-style-type: none"> <li>Represent DIA at various government forums</li> <li>Contribute to open All of Government dialogue regarding sourcing management practices and push for the Department to be an exemplar of good practice</li> </ul>	<ul style="list-style-type: none"> <li>DIA interests and requirements well represented at forums, meetings etc.</li> <li>Recognised by others internally and externally as an expert source of knowledge, information and advice in areas of responsibility.</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to																																																																
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	GCIO	✓	✓	✓	✓		✓
	Other AOG Agencies	✓	✓	✓	✓		✓

### Your delegations

Human Resources and financial delegations	Z
Direct reports	Z

### Your success profile for this role

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](#).

#### Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

### What you will bring specifically

#### Experience:

- Extensive skills and experience in Commercial ICT procurement borne through managing complex tender processes with high level of risk and public profile
- Extensive experience and in-depth understanding of the integration of strategies within economic and commercial environment contexts
- 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

#### Knowledge:

- A comprehensive understanding of the Procurement 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

#### Skills:

- Extensive negotiations skills and experience, including experience borne through leading complex negotiations which are complex, high risk, and will be able to withstand media and public scrutiny
- Demonstrated strategic and operational planning skills and proven experience in developing team strategies and creating visible business plans to achieve desired

Your success profile for this role	What you will bring specifically
	<p>outcomes</p> <ul style="list-style-type: none"><li>• Excellent relationship/stakeholder management skills able to establish, build, maintain relationships at all levels of an organisation</li><li>• Highly developed interpersonal skills which can be applied at senior levels of any organisation and external stakeholders</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Able to obtain and maintain a confidential security clearance</li><li>• Criminal conviction check and credit check required</li></ul>