



Job description

Haere mai

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

Senior Commercial Portfolio Advisor

Partners and Products, Service Delivery and Operations

Reporting to the Manager, Commercial Portfolio, the Senior Commercial Portfolio Advisor represents Partners and Products on key branch and Department initiatives where expertise in systems, information sharing, product pricing and vendor and relationship management, with key internal and external stakeholders is required.

- **Reporting to:** Manager Commercial Portfolio
- **Location:** Wellington
- **Salary range:** Delivery Band H

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>Business Commercial Portfolio Management</p> <p>Each Commercial Portfolio Team Member will be assigned a portfolio of contracts and information sharing agreements. Responsibilities are to:</p> <ul style="list-style-type: none"> • Develop and maintain a clear understanding of SDO’s information, data, identity and life events products and services and leverage this knowledge in providing high quality commercial advice and support across SDO business groups • Understand the strategic direction of SDO information sharing and life event products and services • Manage and monitor the commercial arrangements for all SDO information sharing products and services (within assigned portfolio) including Government Agencies, Private Sector, NGOS, etc. • Provide business oversight for the assigned portfolio of commercial arrangements for SDO life event products and services and work closely with the DIA Procurement team to ensure SDO’s strategic and operational business needs are understood and supported 	<ul style="list-style-type: none"> • Vendor Management Plans developed and maintained for financially significant and business critical contracts • Clearly articulated and sound pricing models and commercial frameworks for SDO information sharing products and services
<p>Performance and Financial Management</p> <p>Each Commercial Portfolio Team Member will be assigned a portfolio of contracts and information sharing agreements. Responsibilities are to:</p> <ul style="list-style-type: none"> • Develop Vendor Management Plans for business critical vendors. • Monitor and report to business owners on vendor performance against agreed metrics set out in contractual arrangements and/or service level agreements. • Monitor payments to business critical vendors to ensure expenditure is within the terms of the contractual arrangements. • Escalate operational, service delivery and financial issues as required. • Provide input into financial modelling for commercial arrangements for SDO information sharing and life event products and services, including product pricing and product pricing reviews • Provide commercial input into financial forecasting and management 	<ul style="list-style-type: none"> • Vendors delivering goods and services in accordance with provisions set out in contractual and service level agreements • Products priced to reflect the cost of production (including system maintenance) • Business owners informed of any areas of non-compliance • Opportunities for improved service performance and cost savings identified and addressed

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<ul style="list-style-type: none"> • Manage bulk invoicing for information sharing services • Monitor and report on contract expenditure to identify anomalies requiring further investigation by business owners. 	
<p>Information Sharing Agreements</p> <p>Each Commercial Portfolio Team Member will be assigned a portfolio of information sharing agreements. Responsibilities are to:</p> <ul style="list-style-type: none"> • Negotiation of new Information Sharing Agreements with external agencies. • Maintain a register of information sharing agreements, including review and expiry dates and valid Cohesion doc-links • Monitor the expiry/review dates of agreements initiate with business owners arrangements for renewal/revision/termination 	<ul style="list-style-type: none"> • Information Sharing Agreements are in compliance with the provisions of the Privacy Act. • Internal and external stakeholders identified and consulted as required • Information Sharing Agreements renewed prior to expiry
<p>Vendor and Stakeholder Relationship Management</p> <p>Each Commercial Portfolio Team Member will be assigned a portfolio of contracts and information sharing agreements. Responsibilities are to:</p> <ul style="list-style-type: none"> • Build strong and positive internal and external relationships with relevant internal and external key stakeholders and vendors • Manage relationships with service providers (vendors) to ensure that service levels are being met and support costs are within agreed budget (including Technology Services and Solutions and external service providers) 	<ul style="list-style-type: none"> • Stakeholder interests and needs are mapped, shared and well understood • Scheduled Account Management Meetings with Vendors are attended or led as required. • All advice, information and support provided to stakeholders meet legislative requirements and statutory obligations • Issues are communicated and resolved in accordance with agreed timeframes • Sound skills and judgement demonstrated in building and maintaining relationships and handling difficult issues
<p>Way of Working</p> <ul style="list-style-type: none"> • Work collaboratively across the Commercial Portfolio Team and the Partners and Product Business Group • Provide subject matter expertise, assistance, and support to Partners and Products Team members as required and as requested • Participate fully in Team and Business Group 	<ul style="list-style-type: none"> • Other Team Members proactively supported and assisted • Collaborative approach modelled across the Business Group • Transfer of subject matter knowledge and experience

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Forums <ul style="list-style-type: none"> Other duties as requested by the Manager Commercial Portfolio, Partners and Products. 	

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Health and safety (for self) <ul style="list-style-type: none"> Take responsibility for keeping self-free from harm Follow safe working procedures Report incidents and hazards promptly and suggest remedies where appropriate Know what to do in the event of an emergency Co-operate in implementing rehabilitation plan 	<ul style="list-style-type: none"> Health and safety guidelines are followed

Who you will work with to get the job done		Advice	Collaborate	Influence	Inform	Manage/Lead	Deliver To
Internal	Partners and Products Managers, Team Leaders and other staff	✓	✓	✓	✓		✓
	Shared Services Branch	✓	✓	✓	✓		✓
	Service Delivery and Operations managers, team leaders and staff	✓	✓	✓	✓		
	Internal Affairs Corporate units e.g. TSS, Finance, Procurement and Legal	✓	✓		✓		✓
	Te Ara Manaaki Programme	✓	✓	✓	✓		✓
External	The Office of the Privacy Commissioner	✓	✓	✓	✓		
	Vendors	✓	✓	✓	✓	✓	
	Parties to information sharing and service level agreements	✓	✓	✓	✓	✓	

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	none

Your success profile for this role	What you will bring specifically

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<p>At Internal Affairs, 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 • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Managing business systems and vendor relationships • Proven experience in new product pricing and pricing reviews • Proven experience providing high quality advice in a complex, multi-faceted business • Working in a service delivery environment • Proven experience in managing relationships with vendors <p>Education</p> <ul style="list-style-type: none"> • Relevant tertiary qualification or equivalent experience <p>Knowledge:</p> <ul style="list-style-type: none"> • Working knowledge of best practice business applications management • Knowledge of the Privacy Act 1993, including the rules for information matching and the use of public registers • Knowledge of New Zealand public sector financial management system • Sound understanding of Government procurement principles and practices <p>Skills:</p> <ul style="list-style-type: none"> • Financial acumen, including the ability to produce, analyse and report on financial information relating to contractual expenditure and product pricing and experience with use of modelling tools • Strategic capability: the ability and desire to think beyond immediate issues, to consider the long-term and broader implications, and clearly identify what needs to be done • Collaboration: the ability to work across many stakeholders on the development of specialist advice to achieve high quality and fit for purpose solutions • Relationship Management: Ability to build and maintain effective relationships <p>Other requirements:</p> <ul style="list-style-type: none"> • New Zealand Citizenship • Ability to attain and maintain a satisfactory security clearance.