

# Category Portfolio Manager (Fixed term)

## Commercial Strategy and Delivery, SST

This role supports the function of the Government Chief Digital Officer (GCDO) as the ICT Functional Leader for Government. The Category Portfolio Manager is a member of the team responsible for exposing and growing offered supplier capability to meet the diverse needs of Government agencies nationwide through a recently launched Marketplace platform that supports the Digital Strategy for a Public Service. The role is responsible for the strategic oversight, positioning and performance management of an assigned portfolio of catalogues of services offered by approved suppliers that will enable Agencies to realise benefits from innovative shifts in the international and local supply market.

- **Reporting to:** Manager AoG ICT Commercial Services | Business Owner Marketplace
- **Location:** Wellington
- **Salary range:** TBA

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## 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.

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## 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

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## 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>Profile the assigned Category Portfolio</b></p> <ul style="list-style-type: none"> <li>Complete a strategic review of the assigned portfolio of catalogues and services by analyzing current catalogue spend, identifying any changes to current approved suppliers within the catalogue, supplier market data/trends and capturing any exceptions and risks.</li> <li>Leverage the expertise and experience of the AOG Vendor and Contract managers who have established relationships with assigned Catalogue suppliers</li> <li>Predict and summarise the desired state for the assigned portfolio by capturing Agency demand through working closely with the AOG ICT Shared Capability Portfolio Advisor, Digital Sourcing manager and Account Executive team</li> <li>Prepare and update (for approval) the Category Portfolio Strategy and supporting Category Portfolio Plan that closes the gap between the current and desired Category portfolio state.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed and documented understanding of the spend, demand, suppliers and markets across the assigned Category portfolio</li> <li>Portfolio is clearly prioritized for role and significance and positioned for growth</li> <li>Agency needs, and business risks are understood and considered</li> <li>Continuing utilisation of the Marketplace Analytics functionality</li> <li>The overall required outcomes/ goals of AOG Management team are met</li> <li>Recognition as a Trusted advisor for services opportunities to deliver business value across the portfolio</li> </ul>
<p><b>Influence and optimise Category Portfolio outcomes</b></p> <ul style="list-style-type: none"> <li>Execute identified portfolio category plan activities</li> <li>Oversee and assist progress with supplier submissions onboarding to the Marketplace by working with Marketplace administrator, reviewers and subject matter experts</li> <li>Contribute to Marketplace category marketing and promotional initiatives</li> <li>Provide feedback/suggestions to improve related Marketplace processes, procedures and documentation</li> </ul>	<ul style="list-style-type: none"> <li>“Open” Portfolio Catalogue services have active suppliers assigned</li> <li>Overall category portfolio services consumption shows timely growth and uptake</li> <li>Gap between the category portfolio desired state and current state is reduced over time</li> <li>Decisions are in accordance with the Digital Procurement Design Principles</li> <li>Supplier application assessment decision are consistent and auditable</li> </ul>
<p><b>Improve Category Portfolio performance</b></p> <ul style="list-style-type: none"> <li>Establish Category Portfolio benchmark metrics including Agency consumption, Agency/supplier satisfaction ratings and savings targets</li> <li>Continually track and analyse performance against the approved metrics</li> <li>Identify barriers to consumption, growth and recommend actions</li> <li>Review/ report success of these actions</li> </ul>	<ul style="list-style-type: none"> <li>Exceptions with a negative impact on portfolio performance are owned, managed and communicated</li> <li>Positive exceptions are capitalised where possible</li> <li>Reporting is in accordance with Treasury’s 5 AoG Investment categories</li> <li>Learnings are documented and shared for continuous improvement</li> <li>GCDO Marketplace platform is recognised as a ready source of innovative, competitive supplier offerings that meets Agency needs</li> </ul>

What you will do to contribute	As a result we will see
<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>

Needs review

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	AOG Business owner MarketPlace	✓	✓	✓	✓		✓
	AOG ICT Shared Capability Portfolio Advisor	✓	✓	✓	✓		✓
	AOG Account Executive Team		✓	✓	✓		✓
	AOG Digital Sourcing Manager		✓	✓	✓		✓
	AOG Vendor and Contracts Manager		✓	✓	✓		✓
	AOG Security team		✓	✓	✓		✓
	Marketplace Administrator		✓	✓	✓		
	CSD Business Support Team		✓	✓	✓		
External	Supplier representatives (new and approved)	✓		✓	✓	✓	
	Agency representatives	✓	✓	✓	✓	✓	
	External subject matter experts	✓	✓	✓	✓	✓	
	MBIE – MBIE MarketPlace team	✓	✓	✓	✓		

### Your delegations

Human Resources and financial delegations	N/A
Direct reports	None

### 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 [Valued Contributor](#).

**Keys to Success:**

- Customer Focus
- Continuous improvement
- Teamwork and peer relationships

### What you will bring specifically

**Experience:**

- Skills and experience in ICT category management.
- Deep and demonstrable experience working within procurement disciplines
- Ability to take strategies and translate them into plans which successfully deliver on outcomes.
- High level of experience using analytics tools such as Power BI.

**Knowledge:**

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"><li>• Action oriented</li><li>• Self-development and learning</li><li>• Functional and technical skills</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of the Procurement practices and policies in Government.</li><li>• Knowledge of the New Zealand ICT environment with a comprehensive understanding of the New Zealand market context.</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Strong interpersonal and collaboration skills with strong customer focus. Confident relating to a broad range of stakeholders including technologists and senior executives. Able to adapt style &amp; approach to audience need &amp; preference.</li><li>• Demonstrates an ability to ask probing questions, take multiple perspectives and see systems.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Must be able to work in a flexible and adaptive style that supports continuous improvement and innovation.</li><li>• Strong team player and action oriented.</li></ul>