

## Position Title - Ingoa Tūranga

Principal Commercial Adviser (402423)

## Group - Puni

People & Operations

## Division - Tānga

Commercial Division

## Reports to - Menetia

Commercial Portfolio Manager, Commercial Division

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### About the Public Service - Mō te Ratonga Tūmatanui

*Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.*

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

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### About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

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### Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

## About the Position - Mō te Tūranga

Reporting to the Commercial Portfolio Manager the Principal Commercial Adviser has expert knowledge and understanding of all components of the procurement lifecycle. They will lead and manage our most complex procurement, commercial and grant funding transactions with a high level of quality and customer service.

As a key expert and thought leader, the role provides strong technical leadership demonstrating a best practice approach to the Ministry's procurement policies, strategies, external and internal stakeholder management and will help shape how the Ministry will deliver economic benefits such as increasing workforce participation, institutional and industry strengthening, localisation, and reducing emissions and waste.

The Principal Commercial Adviser is a source of expert knowledge and guidance for the Commercial Advisers and Senior Commercial Advisers and actively and regularly engages in coaching and mentoring of other team members.

They will also provide training and coaching support and advice to Ministry staff within the assigned projects and sectors and co-develop outcome-based commercial strategies to enable other staff outside the division to achieve commercial excellence.

The role will support the application of an agreed commercial framework to activities globally delivered by or through external parties such as suppliers, NZ agencies, NGOs, partners and other Government or international organisations.

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## Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

### Role Specific

- Leads development of outcome-focused commercial strategies for procurement, grant contracting and commercial investment projects
- Works with and provide support to other teams within the Ministry to develop and implement strategies to deliver on economic benefits such as increasing workforce participation, localisation, or reducing emissions and waste
- Mentors and supports the Commercial Division to work with customers to implement best practice Supplier Relationship Management frameworks
- Undertakes continuous improvement and simplification initiatives to build the Ministry's commercial capability, ensuring they attain and maintain NZ Government good practice standards
- Provides exceptional, expert commercial and procurement process advice to Ministry staff based on in-depth analysis and experience
- Supports New Zealand Government Procurement reporting requirements and keeps up to date on government procurement policy and rules
- Alongside managers in the Commercial Division, support the preparation and implementation of the division's strategic and business planning processes
- Coach and mentor staff team members by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- Ensures the highest standards of probity and ethics in the commercial practice
- Other duties as requested by the employer

### Customer Focus

- Provide a high level of customer service, focusing on solutions which will achieve the customer's stated outcomes
- Understand the customer's business and how the Commercial Division can contribute to customer success
- Work closely with customers in developing commercial strategies and plans
- Lead a partnership model with customers through the provision of consistent, high quality commercial advice
- Be a role model in successfully meeting customers' needs

### Category Management

- Undertake holistic strategic category reviews which consider both current and future market direction
- Undertake supplier engagement, supply market and value chain research to understand market capabilities, segments and development needs
- Develop strategies to grow market capability and engagement and achieve broader economic benefits through market insights and stakeholder engagement

- For assigned categories or sectors, capture demand, co-develop and deliver sound commercial strategies including considerations of the opportunities for procurement, grant contracting, private sector funding, supplier relationship and performance management, contract management and IP commercialisation

### Capability Building

- Coach and mentor staff team members by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- Support the Procurement Capability Index assessment and assist in implementing improvement initiatives to build the Ministry's commercial capability, whether internal or outsourced, to ensure it reaches and maintains NZ Government good practice standards

### Relationship Management

- Develop and influence a clear map of relationships with decision-makers, policy-makers and thinkers that advance the division's objectives
- Work collaboratively and flexibly with other Commercial Division members to ensure that the team responds to changing priorities and international disasters in an agile manner
- Develop and maintain relationships with key internal and external stakeholders in order to advance the Commercial Division's objectives
- Ensure effective flow of information vertically and horizontally within the team and division including post/s, and across the Ministry

### Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Be aware of and adhere to the Ministry's policies and procedures such as the Health and Safety Policy
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

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### Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Principal Commercial Adviser will have the following skills, knowledge and experience:

- Commercial Leadership Capability
  - Strong leadership and influencing skills at senior practitioner level
  - Highly developed commercial skills
  - Approaches issues in a strategic and pragmatic way; sees the big picture and can both develop strategy and investment structures and translate these to practice.
  - Resilience and ability to make difficult decisions and stand firm in the face of pressure; comfortably handle ambiguity, risk and change; manage multiple priorities
- Procurement Experience
  - Experience in the public sector and knowledge of the legislative framework and other guidelines that apply to government procurement
  - Experience in leading partnership-based procurement approaches
  - Demonstrated expert knowledge in all components of the procurement lifecycle - strategic sourcing, supplier relationship management, Broader Outcomes, and building procurement capability

- Demonstrated use of negotiation, analytical, and problem solving skills to solve business issues and drive public value
- Stakeholder and Relationship Management skills
  - Demonstrated skills and experience in successfully working with internal and external stakeholders
  - An ability to understand customer priorities and to translate these into effective service delivery guidance for the team
  - High quality skills in building and maintaining effective customer relations
- Business Acumen
  - Well-developed negotiation, analytical, conceptual, interpretative and problem solving skills
  - Broad knowledge and perspective; makes connections amongst previously unrelated notions, grasps the complexities underlying an issue and directs effective action
  - Broad business knowledge and process analysis, understanding the relationship between Commercial and other Business Imperatives
- Outstanding communication skills; conveys information and ideas accurately and clearly in all media and in a way that meets the needs of the audience
- Strong interpersonal skills and the ability to work as part of a team and with people from a variety of backgrounds and cultures
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

**Qualifications:**

- A relevant degree in a commercial discipline, or an equivalent qualification for a professional procurement or contracting institute such as CIPS or WCC is desirable

**Relationships - Pātahitanga**

The Principal Commercial Adviser position is required to build and maintain the following relationships:

**Within the Ministry:**

- Other Commercial Division staff and managers
- Senior Leadership Team
- Staff and managers within the various divisions that are customers of Commercial Division
- Staff at Post across the Ministry
- Group Business Managers

**Outside the Ministry:**

- Key suppliers and service providers
- Panel members
- Wide variety of senior stakeholders across public and private sectors
- Counterparts across other Government agencies including Foreign Services counterparts (US State Department, UK FCDO, Australian DFAT)

**Delegations - Whakatautapatanga**

- The role does not have any direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

**Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga**

- You must hold New Zealand Permanent Resident or New Zealand citizenship.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

**References**

- **Ministry's Strategic Intentions 2019-2023**  
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>