

Position Description

Position Title - Ingoa Tūranga

Commercial Adviser (402333, 401268, 401226, 401281)

Group - Puni

People & Operations (P&O)

Division - Tānga

Commercial Division (COD)

Reports to - Menetia

Commercial Portfolio Manager/Senior Commercial Portfolio Manager

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 ē 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.

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.

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

The Commercial Adviser sits in one of three customer-facing teams within the Commercial Division, and will report to a Commercial Portfolio Manager or Senior Commercial Portfolio Manager. They will conduct procurement, commercial and grant funding transactions with a high level of quality and customer service.

The Commercial Adviser will build strong customer relationships throughout the Ministry through proactive engagement; seeking to understand the objectives and pipeline of work of the customer. They will work with the customer to apply commercial strategies to support the ultimate delivery of the Ministry's objectives.

The Commercial Adviser will also be required to provide commercial coaching and support for other MFAT staff undertaking purchasing, procurement and contract management for lower risk, lower value transactions..

Key Accountabilities - Kawenga Matua

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

Role Specific

- Deliver low to medium value/risk commercial transactions for customers within the Ministry with a high degree of accuracy and attention to detail
- Undertake supplier engagement, supply market and value chain research to understand market capabilities, segments and development needs
- Support improvement initiatives to build the Ministry's commercial capability, ensuring they attain and maintain NZ Government good practice standards
- Provide high quality and consistent commercial and process advice to staff outside the Commercial Division undertaking low to medium value / risk transactions.
- Support the continuous improvement and simplification of end-to-end processes within the Commercial Framework
- Support customers to implement best practice Supplier Relationship Management frameworks
- Provide analysis, benchmarking and due diligence to support commercial negotiations
- Ensure compliance with Ministry procurement processes and documentation requirements
- 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.
- Achieve and maintain high levels of responsiveness with regard to customer requests and queries.
- Contribute to a partnership model with customers through the provision of consistent, high quality commercial advice.

Relationship Management

- Foster strong working relationships across the Ministry.
- 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.

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 Health and Safety policies and procedures.
- 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.

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

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

- Strong record of proactive customer service and the ability to build relationships with a range of stakeholders
- Ability and desire to learn the legal and financial aspects of procurement
- Demonstrated use of negotiation, analytical, and/or problem solving skills to solve business issues
- Ability to research and analyse issues and suggest appropriate recommendations
- Ability to convey complex information logically and concisely in both written and oral forms.

- Strong interpersonal skills and the ability to work as part of a team and with people from a variety of backgrounds and cultures
- Good skills in the use of Microsoft Office products such as Word and Excel
- Experience managing commercial procurement transactions is desirable but not required
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Qualifications:

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

Relationships - Pātahitanga

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

Within the Ministry:

- Commercial Division staff and managers
- Staff and managers within the various divisions that are customers of Commercial Division
- Staff at Post across the Ministry
- Group Business Managers
- Administration Managers at Posts
- Administrators

Outside the Ministry:

- Key suppliers and service providers
- Panel members

Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

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

References

- **Ministry's Strategic Intentions**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>