

Job Description | Te Whakahuatanga

Job title	Principal Adviser – Procurement		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Chief Legal Adviser and Manager - Procurement		
Location	Wellington Office		
Direct reports	None	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 18	Date	July 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

The Ministry of Transport's Purpose - Enabling a transport system that connects New Zealand | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day.

You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>).

Ngā uaratanga matua | Our values

Integrity – Tapatahi	Excellence – Kairangi	Collaboration – Mahi tahi
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Corporate Services | Te Kāhui Tangata

The Corporate Services Group is responsible for delivering specialist advice and services to the Senior Leadership Team (SLT) and the Ministry, and ensuring that appropriate organisational systems, policies and processes are in place to enable the Ministry to deliver on our core functions.

Principal Advisor – Procurement Position

The Principal Advisor – Procurement provides specialist, strategic advice on the Ministry's procurement policies, practices, and procedures, and supports Ministry staff involved in procurement processes.

Working closely with the Senior Adviser – Procurement, the position will deliver on the Ministry's procurement needs whilst taking a strategic commercial view and working within established government frameworks and procurement practices. This role is also responsible for coaching and mentoring the Senior Adviser – Procurement.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Providing high-quality, expert advice on all aspects of procurement functions including planning, sourcing (including leading tenders), negotiations, strategy, and the implementation of tools and processes for procurement related goods and services.
- Leading the review, development and implementation of procurement strategy, policies, practices, procedures, tools and resources and ensuring they are relevant, fit-for-purpose, compliant with all government best practice as well as internal and regulatory policies and practices.
- Proactively plan for and deliver the production of the All-of-Government procurement reporting requirements, as required by the Government Procurement Rules.
- Providing oversight and management of the Ministry's total supplier and contract landscape, leveraging all Government contracts and preferred supplier arrangements in order to manage cost, risk, and complexity.
- Leading and supporting the provision of advice in relation to complex procurement matters.
- Taking a partnership approach in acquiring appropriate goods and services for the Ministry, achieving best value for money over whole of life and delivering on the requirements of our organisation.
- Leading the development and execution of a performance driven supplier management process resulting in structured feedback
- Providing advice that allows the Ministry to negotiate favourable contractual terms and conditions for the Ministry.
- Working collaboratively to support the Senior Leadership Team, Directors and Managers to ensure compliant and continuously improved Ministry procurement practices and outcomes.

People & Self Leadership

- Enhancing the overall capability of the Senior Adviser - Procurement through coaching and mentoring them in their day-to-day work, and against their longer-term development plans.
- Taking a lead role in building commercial and procurement knowledge and capability across the Ministry.

Intellectual Leadership

- Providing thought leadership to inform, drive and challenge Ministry thinking and to support the continuous improvement of procurement practices and outcomes.

External Leadership

- Effectively influencing through engagement and communication with senior stakeholders.
- Establishing and developing productive relationships with procurement experts in transport sector agencies and the wider government sector.

Collective & Ministry Leadership

- Taking a leadership role in cross-Ministry and cross-government procurement matters and projects and appropriately representing Ministry views.
- Driving procurement best practice and creating opportunities for continuous improvement.
- Identifying risks, looking for opportunities, and thinking about the next generation of policy issues in transport.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Who you will work with | Tou kapa

Internal	External
Senior Adviser - Procurement	MBIE
Legal and Procurement Team	Other Government agencies
Finance Team	Other Crown agencies
All managers and staff	Suppliers, vendors and a range of other stakeholders

What you will bring | Te mea e mauria mai e koe

- Extensive knowledge and working experience of New Zealand Public Service contracting structures, processes and trends
- Extensive experience in managing the full procurement lifecycle within the public service
- Skilled in leading complex procurement processes
- Strong understanding of various procurement techniques, models and frameworks.
- Effective collaborator, delivering outcomes and meeting deadlines
- Insightful about business and supplier impacts
- Skilled at identifying and recommending cost-effective solutions
- A continuous improvement mindset with a proven ability to enhance policies, practices and procedures so they are fit-for-purpose and add value.
- Ability to share knowledge and effectively coach and mentor others
- Proven ability to build and maintain excellent working relationships, networks and partnerships with key stakeholders within organisations, in other government agencies and across industry
- Self starter with strong business/financial acumen
- Capable of motivating, influencing and driving change across teams and organisations
- A tertiary qualification in a relevant field or comparable experience

The Ministry of Transport's Māori Strategy | Hei Arataki

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Guiding Principles | Ngā Mātāpono:



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Your health, safety and wellbeing | Te hauora, haumaru me to oranga

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Mahi, he aha te mea e tumanakohia ana | Performance Expectations

We are a high performing organisation. Principal Advisers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for a Principal Adviser's success and in supporting team members to achieve their expectations. The expectations outlined below provide a comprehensive outline of what is expected to be a successful Principal Adviser at the Ministry of Transport.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

HONEST & COURAGEOUS

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer term best interests of customers and New Zealand.

CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

SELF-AWARE & AGILE

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

RESILIENCE

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.