



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Contract and Procurement Specialist

Unit/Branch, Directorate:	Procurement and Contracts, Intelligence Community Shared Services
Location:	Wellington
Reporting to:	Manager, Procurement and Contracts
Direct reports:	None
Salary range:	G \$68,316 - \$102,474

Purpose of position:

The primary purpose of this position is to provide procurement, contract and supplier relationship management advice and support to GCSB and NZSIS, throughout the contract management and procurement lifecycle.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values at the GCSB are Respect, Commitment, Integrity and Courage

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

IC Shared Services purpose: The Intelligence Community Shared Services (ICSS) is a trusted partner of the New Zealand Security Intelligence Service (NZSIS) and Government Communications Security Bureau (GCSB) enabling the achievement of individual and joint agency strategic and operational outcomes.

We provide expert advice, guidance and business support in the professional fields of people and capability, finance, facilities, security, and procurement.

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Key accountabilities	Deliverables/Outcomes
Contract & Procurement Management	<ul style="list-style-type: none"> • Undertake contract reviews (including decisions on rollovers, price reviews and re-tendering). • Assist the Manager, Procurement and Contracts with monitoring and tracking contract service levels and ensure commercial performance through enforcement of contract levels such as penalties and incentives. • Contracts are within term and not past expiry. • Contracts are signed before work commences. • Contribute to the preparation of well-considered and appropriate procurement plans for a range of procurements, including, analysis and research; and the specific definition of requirements. • Develop good practice evaluation models, including criteria definition and weighting. • Manage effective external communications related to the tender process. • Manage the proper receipt and handling of supplier submissions and facilitate the robust evaluation of submissions. • Contracts meet best practise legal and ethical standards and are approved by the legal team. • Provide timely and expert procurement advice and guidance to internal customers and external suppliers.
Contract Advice and Reporting	<ul style="list-style-type: none"> • In conjunction with the Manager, Procurement and Contracts provide informed contract advice as required. • Assist with the development of reports on the performance of procurement activities.
Procurement Strategy and Planning	<ul style="list-style-type: none"> • Assist in the identification, development, delivery and management of procurement strategies that support the organisations objectives. • Ensure procurement activities meet All Of Government (AOG) procurement expectations and guidelines. • Assist in the development of strategies to support centralisation of procurement activities. • Continuously review opportunities for delivery of procurement best practice and leveraging of supplier arrangements and contracts across the NZIC to deliver business efficiencies and enhance value for money.

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	<ul style="list-style-type: none"> • Undertake detailed analysis of complex procurement information that supports the identification and creation of procurement and/or sourcing strategies. • Coordinate with other Government agencies to identify and manage collaborative approaches to procurement solutions.
Procurement policies, processes and practices	<ul style="list-style-type: none"> • Develop, maintain and update procurement policies and templates for the Manager, Procurement and Contracts. • Provide specialist advice on procurement and contractual issues.
Stakeholder Engagement & Compliance	<ul style="list-style-type: none"> • Internal and external relationships and networks are established, maintained and fostered. • Ensure full compliance with legislative, audit and statutory requirements. • Provide input into the follow up and implementation of internal and external audit recommendations.
Tender Development	<ul style="list-style-type: none"> • Involvement of all required stakeholders in tender development. • Tenders developed and advertised to agreed timelines. • The evaluation process is fair, transparent, robust and conducted in accordance with best practise standards.
Health and safety (for self) <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB’s safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements in the NZIC Health and Safety policy and procedures are met.

Position delegation

Financial delegation:

None

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Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Managers in the New Zealand Intelligence Community • New Zealand Intelligence Community staff (Domestic and Overseas)
External:	<ul style="list-style-type: none"> • Central Agency and relevant government departments • Local and Overseas Suppliers • Overseas Government Departments

Person Specification	
Experience:	<ul style="list-style-type: none"> • Proven experience in contract management. • Experience in developing necessary procurement documentation such as procurement plans, evaluation plans, statements of requirement, procurement reports and contract management plans.
Knowledge and Skills:	<ul style="list-style-type: none"> • Knowledge of the Government Rules of Sourcing and best practice procurement behaviour. • Knowledge of and experience working with relevant legislation, public sector requirements, codes and guidelines. • Strong numeric, analytical and statistical skills. • Highly developed organisation and time management skills. • A strong customer service ethic. • An ability to establish and maintain good working relationships. • An ability to work as a team player. • An ability to work effectively under pressure and focus on key issues. • Ability to deal with complex financial and economic data. • Strong communication and relationship management skills. • Excellent negotiation skills and commercial acumen. • Strong persuasion and influencing skills. • Resilience. • Understanding of the public sector procurement environments. • Understanding of the application and management of procurement and contract

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	process.
Qualifications and Courses:	<ul style="list-style-type: none">• A relevant business, procurement or supply chain qualification or appropriate membership qualification such as MCIPS or an equivalent level of knowledge.
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance.

Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 28/11/2018

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date: