Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor, Contracts

Business Group	Te Pou Ohumahi Mātauranga | Education Workforce
Location	Wellington
Salary band	B4

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission.

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Contracts Lead [or Chief Advisor] provides strategic and operational thought and practice leadership across end-to-end contract management activities in the Te Pou Ohumahi Mātauranga| Education Workforce Contracts Team.

This role is responsible for leading, shaping and embedding best practice contract management across the suite of contracts aimed at growing, retaining and developing the education workforce. You will provide authoritative, high-quality advice to senior decision makers on contracting strategies, options, and risks across the team's programme of work.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

You will be responsible for the end-to-end management of complex, high-value and strategically significant contracts, leading the design, negotiation, implementation and management of these contracts.
You will develop high trust relationships with key internal and external stakeholders, including Te Tiriti o Waitangi partners

Ngā Haepapa | Accountabilities

As a Strategic Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Lead the development of advice on significant issues, helping to resolve complex issues, identifying trends, risks and opportunities to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for-purpose strategies, frameworks, capabilities and systems for current and future challenges.
- Provide expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Strategically manage, and exercise analytical leadership:
    - By identifying future workforce trends and what this may mean for the direction of the Ministry's policy advice.
    - Providing thought leadership on critical areas in a way that enables them to produce high quality and timely advice.
    - Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present the Ministry's advice.
- Identify, develop and utilise relevant data and insights to inform and make evidence-based decisions and recommendations on strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As Chief Advisor, Contracts you will:

Leadership

- Provide executive level support, advice, thought leadership and strategic influence on current and proposed contracting frameworks, strategies and activities

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

- Understand and utilise a range of levers to formulate advice and respond appropriately to changing demands, including leading the development of fit-for-purpose solutions to new and existing challenges.
- Actively contribute to the quality control of the work of the Contracts team through mentoring of team members, and regular participation in peer review, appraisal and discussion of issues including preparation and contribution to relevant documents.

Contract Management Expertise

- Provide expert level oversight and leadership of TPOM contract management activities, providing professional guidance, tools, templates, and resources to assist contract owners in fulfilling their responsibilities.
- Lead end to end contract management activities of a portfolio of high value and/or complex and strategically significant contracts in the Education sector.
- Contribute specialist contract and commercial advice to senior Ministry leaders, including in relation to, risk management and commercial terms, management approaches and recommended fit for purpose contracting based on the contract's nature, value, and importance.
- Ensure all contract management activities in Te Pou Ohumahi Mātauranga are based on good commercial practice and are aligned with the Ministry's Contract Management Framework (CMF) and Supplier Relationship Management (SRM) Framework
- Provide expert guidance and support to designated contract owners in the development and implementation of contract management plans for specific contracts during establishment and ongoing management.
- Lead continuous improvement of contracting systems, processes, and tools to drive innovation and strengthen efficiency, transparency, and assurance.
- Offer timely and quality advice to management with a high level of accuracy, backed with data and evidence.
- Lead and or contribute to programmes of work in the Ministry of Education as required.

Stakeholders and Relationships

- Build and manage strong internal stakeholder relationships, providing tailored advice, analysis, and guidance to support high performance outcomes across cost, service, and quality.
- Build strong, constructive and respectful relationships with external stakeholders to produce high quality contracting outcomes that meet the needs of the education sector and that deliver value for money
- Strengthen the Māori-Crown relationship by role modelling authentic practice to build capability as a good kawanatanga partner.
- Collaborate with colleagues within the business group, and across the Ministry, to deliver seamless and efficient contract management services.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Wheako | Experience

To be successful in this role you will have the following:

- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Demonstrated experience building and maintaining effective relationships with senior decision makers, internal and external stakeholders, and partner organisations to achieve shared outcomes.
- Expertise leading analysis and research and providing strategic and operational advice to senior leaders and decision-makers.
- Extensive experience interpreting and applying legislation, policy, contractual obligations and regulatory requirements.
- Experience recognising and responding to a dynamic and changing environment.
- Contract management qualification or substantial professional experience in contract management within a complex public sector environment.
- Demonstrated experience managing or advising on complex, high-value, or high-risk contracts.
- Working knowledge of contract law principles, compliance requirements, and public sector procurement regulations (including the New Zealand Government Procurement Rules), and their practical application in a public sector environment.
- Understanding and experience with machinery of government processes, systems and tools.
- Experience managing commercial risk, contract performance, and assurance activities within a complex operating environment.
- A tertiary qualification in a relevant field.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A proven track record of leading, coaching, mentoring and building capability in teams to achieve high performance and organisational outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities and influence decision-making.
- Exceptional relationship management skills, with a proven ability to build and maintain trusted relationships and influence outcomes across a diverse range of stakeholders.
- A proven ability to influence without authority and achieve desired results in complex environments.
- Advanced negotiation capability, including achieving positive outcomes in complex commercial and contractual settings.
- The ability to apply strategic and critical thinking to analyse complex issues, assess risks and develop practical solutions.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

- Strong political awareness and ability to navigate government processes and ambiguity.
- Excellent interpersonal, written and verbal communication skills.
- Deep knowledge and understanding of legislation, governance, procurement and contract management frameworks.
- Strong commercial acumen and sound judgement.
- Awareness of Te Tiriti o Waitangi and its application in the public sector.
- Commitment to ongoing professional development.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono | Valuing Māori	Developing
Pou Mana | Knowledge of Māori content	Developing
Pou Kipa | Achieving equitable education outcomes for Māori	Confident
Pou Aroā | Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	August 2026
Approved By	Hautū, Te Pou Ohumahi Mātauranga | Deputy Secretary - Education Workforce