

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Contracts

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	M4

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 āiane, 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 Manager, Contracts provides leadership and subject matter expertise for contract management activity within Te Pou Ohumahi Mātauranga | Education Workforce.

This role ensures contracts are strategically designed, effectively governed, and well managed to deliver value for money, mitigate risk, and meet all legislative and policy requirements.

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The position leads a team of specialists to deliver consistent, high-quality contract and supplier relationship management practices and continuous improvement across systems, processes, and outcomes.

Ngā Haepapa | Accountabilities

As a Manager 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.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As Manager, Contracts you will:

Contract Management Leadership and Oversight:

- Provide specialist oversight and leadership of contract management activities, including complex, high-value, or strategically significant agreements, providing professional guidance, tools, templates, and resources to assist contract owners in fulfilling their responsibilities.
- Provide expert contract and commercial advice to senior decision makers, including on contracting activities, risk allocation, and commercial terms.
- Ensure all contract management activities 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 and or support contract negotiations and contribute to the review of tendering documentation and processes, applying lessons learned to improve and advance sourcing activities.
- Establish key performance indicators (KPIs) and other measurements to evaluate the effectiveness of all initiatives and contracts
- Proactively identify and mitigate contract risks, escalating issues to the appropriate authority as necessary and managing issues in a focused and time effective way.

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- Deliver high-quality, data-driven reporting and insights to support decision-making and improve contract performance.
- Lead continuous improvement of contracting systems, processes, and tools to strengthen efficiency, transparency, and assurance.

Stakeholder Engagement and Relationship Management

- Build and manage strong internal stakeholder relationships, providing tailored advice, analysis, and guidance to support high performance outcomes across cost, service, and quality.
- Build, manage and lead strong, trusted relationships with service providers in the education sector including with Te Tiriti o Waitangi partners
- Collaborate with colleagues within the business group, and across the Ministry, to deliver seamless and efficient contract management services.

Team Leadership:

- Lead, mentor, and manage a team of contract, commercial specialists responsible for the design, management and evaluation of a portfolio of contracts intended to grow, support and develop the education workforce
- Lead, plan, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.

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

Wheako | Experience

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

- Proven leadership experience across specialist teams,
- Relevant contract management qualification or substantial professional experience in contract management within a complex public sector environment.
- Working knowledge of contract law principles, compliance requirements, and their practical application in a tertiary or public sector environment. Knowledge and experience of working within public sector procurement processes and regulations is also desirable.
- Demonstrated experience managing or advising on complex, high-value, or high-risk contracts.
- Understanding and experience with machinery of government processes, systems and tools.
- Strong understanding of public sector governance, including managing conflicts of interest, integrity processes, risk, and assurance requirements.
- Experience in a government organisation or complex union environments
- Experience in providing expert advice and support to stakeholders on complex workforce support issues.
- A proven track record of building and maintaining trusted relationships with:
 - colleagues
 - stakeholders

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- Māori and iwi
- Ministers.

Ngā Āheinga | Capabilities

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

- Demonstrated ability to lead and mentor a team, enhancing their skills and performance to ensure team and individual accountabilities are met.
- Strong political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal skills, with the ability to communicate effectively (both written and verbal), at all levels
- Strong strategic and critical thinking skills and the ability to analyse complex requirements, evaluate options and develop practical, fit-for-purpose solutions.
- Proven ability to lead data collection, monitoring and reporting activities to meet government and stakeholder reporting requirements.
- Ability to analyse trends and lead evaluations to inform strategic decision-making and improve workforce support practices.
- Strong relationship-building capability, with the ability to influence, negotiate and achieve outcomes through effective engagement with internal and external stakeholders.
- Track record of identifying opportunities for process improvements and implementing best practices.
- Commitment to staying updated with industry trends and advancements in workforce support and service
- Ability to address and resolve complex workforce support issues effectively.

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	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Developing



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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