



# Job Description

## Principal Contract Manager

Business Group	Te Poutāhū   Curriculum Centre
Location	Wellington
Delegations	N/A
Direct reports	N/A
Reports to	Manager, Professional Development and Services
Salary band	A9

## What we do

**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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

## Te Poutāhū | Curriculum Centre

The Curriculum Centre Group provides expertise and partnership for the New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki.

The Group leads the national curricula for Aotearoa New Zealand and associated systems and processes of assessment and aromatawai.

The Group designs, develops and provides curriculum services for teachers, kaiako, leaders, ākonga, their whānau and communities that reflect their identities, languages and cultures, bringing together curriculum, teaching expertise and evidence for the development, support and review of inclusive curricula, assessment and NCEA.

Our strengths are across te reo Māori, mātauranga Māori, disability, inclusive learning support and culturally relevant content so that Te Mahau supports learning that is inclusive for all ākonga.

## Role Purpose

The Principal Contract Manager leads and works as part of the broader contract management team in Te Poutāhū. This team works closely with, and each role has a dotted line to the Ministry's Commercial and Procurement team. This linkage is vital to ensure all commercial and contract management activities that the team undertake align with the Ministry's strategic objectives, frameworks, policies and guidance at all times.

This principal role will provide day-to-day contract management of Te Poutāhū high risk and or value contracts to ensure contractual deliverables and outcomes are achieved, actively contribute and manage as required to complex or strategic supplier relationships for both the Ministry and Te Poutāhū, and ensure risks and issues are highlighted and managed accordingly.

You will provide mentoring and support to the contract management team members, proactively promote and contribute to the Ministry's Supplier Relationship Management (SRM) objectives, maintain positive stakeholder relationships, be organised, and have high attention to detail to ensure maintaining accurate records, and monitoring and report on contract performance, budgets, and value for money. Leadership, strategic thinking, collaboration, and adherence to policies and standards is essential to success in this role.

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions 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 solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

## Role Accountabilities

As the Principal Contracts Manager, you will be accountable for:

- Provide leadership to the Te Poutāhū contract management team, driving continuous improvement in contract management processes across Te Poutāhū in collaboration with the Ministry's Commercial Procurement team.
- Ensure all contract management activities are based on good commercial practice and Ministry policies, frameworks, and guidance within Te Poutāhū, promoting adherence to established standards and best practices.
- Ensure regular engagement with the Ministry Commercial Management team is maintained to ensure adherence to Ministry policy and processes.

- Manage high-risk and/or strategic contracts for Te Poutāhū, ensuring governance, risk, performance, and financial aspects are monitored and managed and that all parties understand and fulfil their responsibilities, escalating where required and keeping the Ministry's Commercial team informed.
- Provide sound advice to the contract management team and contribute to high-risk contract drafts, management, and strategic supplier engagement plans in conjunction with the Ministry's Commercial Team and in alignment with Ministry frameworks and policies.
- Monitor, evaluate, and report on risk and contract performance against key performance indicators and requirements, implementing strategies to drive value for money outcomes.
- Analyse contract expenditure to ensure operations remain within budgetary constraints and achieve desired value for money outcomes.
- Implement mechanisms for gathering and applying feedback from suppliers and internal stakeholders, facilitating continuous improvement in contract management practices across Te Poutāhū.
- Ensure accurate maintenance of contract records, adhering to Ministry requirements and standards for documentation and record-keeping.
- Champion and embed the Ministry's SRM Framework and Contract Management guidance, providing guidance to suppliers, internal customers, and the contract management team on contract management issues.
- Ensure appropriate adherence to contract extension, expiry, or transition options, assessing and endorsing contract variation requests and disposal procedures as required by Government and Ministry policy.
- Regularly engage and actively manage relationships with the Ministry's suppliers, fostering cooperative and productive working relationships at an operational level.
- Attend and ensure contract management team's attendance at initial and ongoing contract management and supplier relationship management training as needed, guided by the Ministry's Commercial Procurement Team to ensure alignment with Ministry guidance and frameworks.
- Ensure regular engagement with the Ministry's Commercial team to ensure alignment with good practice and adherence to the Ministry's Supplier Relationship Management Framework, principles, and guidance.
- Utilise knowledge and experience to support capability development within the contract management team, providing mentorship and guidance as required.
- Leverage organizational skills, team strengths, and delegation skills to prioritize tasks effectively and meet competing deadlines.
- Maintain adherence to ethical standards and ensure compliance with Ministry, legal, and regulatory requirements in all aspects of contract management, aligning decisions with the Ministry's policies and delegations' framework.

#### Knowledge, Skills and Professional Experience

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Have a proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills and the ability to consult, negotiate, and

communicate effectively to achieve shared outcomes.

- A commitment to ongoing personal and professional development and a willingness to continuously improve skills and knowledge.
- Ability to work collaboratively within and across teams to show initiative, with experience in mentoring and supporting other staff members.
- Excellent interpersonal skills, with the ability to consult, negotiate, build, and manage relationships with a diverse range of stakeholders, including senior management, to achieve shared outcomes.
- Strong written communication skills, with the ability to prepare commercial and professional business documents.
- Well-organized and able to plan and execute work in a structured manner.

## Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

## Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## Leadership Success Profile - 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

## Approvals

Date Reviewed and Approved	8 April 2026
Approved By	HR Advisory