

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Manager, Contract and Fund Management

Business Group	Te Pae Aronui
Location	Wellington
Salary band	M6

### 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 Contract and Fund Management leads and drives the strategic direction of a large part of the Ministry's contract and fund management portfolio, taking a system view, driving transformation and change to deliver outcomes that are aligned to the Ministry's priorities.

You will drive optimisation of the ministry's investment in services and supports, with a clear focus on delivering and evidencing strategic outcomes. You will lead improvement in all aspects of the system ensuring that the government's multi billion dollar investment in services and supports for ākonga strategic outcomes. In doing so, you will lead collaboratively with functions across the ministry and provide leadership towards collective delivery of investment optimisation.

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## 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 MahauDevelop responsive and integrated strategies and work programmes, and support implementation that contributes to organisational outcomes.
- Oversee effective delivery of plans, and report on performance against agreed Ministry strategies.
- Plan and manage operational budgets to support strong financial management and deliver maximum value from resources and investments.
- Support the development and maintenance of the right frameworks, capabilities and systems to achieve strategic outcomes, manage people and risk, and safeguard the Ministry's integrity and reputation.
- 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 are inspired to collaborate and perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Develop partnerships and collaborate with stakeholders across the public sector and education system to shape priorities, identify interdependencies and deliver outcomes for the Ministry.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

### As the Manager Contract and Fund Management you will:

- Lead and drive Ministry wide investment practice and fund management strategy to enable leading edge contract and fund management processes, practices and systems.
- Set the strategic direction and context for contract and fund practice, championing the strategic alignment of procurement and contract management planning and practices across the Ministry.
- Lead the provision of strategic contract and fund management advice and reporting to Te Pae Aronui and Te Mahau.
- Lead the ongoing design and development of the contract and fund investment operating model, to enable the right skills and capability to deliver on the work programme and that behaviours within the group focus on customer experience and excellent service delivery.
- Lead the development and implementation of appropriate planning for contract and fund management activities so that investments are optimised.
- Develop and support that are efficient, high quality and cost effective through the contract and fund management cycle.
- Provide support, coaching and direction to direct reports and effectively manage their performance.
- Provide strong leadership and direction, driving improvement and outcomes.
- Actively lead and collaborate with teams across the ministry to achieve outcomes.
- Develop capability and capacity within the Contract and Fund Management team to deliver outcomes.



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- Build and maintain systems that provide effective real-time reporting on current and past contract activity, return on investment and expenditure, providing insights to inform decision making on future investment activity.
- Oversee the groups compliance with internal policy and process, strengthening how the group build the second line of defense into work practices.
- 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:

- Tertiary qualification in a relevant field (post-graduate preferred).
- Proven experience in senior system leadership within public and commercial settings.
- A strong background in driving and evidencing investment optimisation across a large portfolio.
- Deep experience in measuring and reporting outcomes and evidencing system performance.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.

## Ngā Āheinga | Capabilities

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

- Sound commercial judgement and experience driving social investment returns.
- Proven ability to lead change within ambiguous environments.
- Demonstrated experience in evidencing performance through measurement and monitoring.
- Proven experience providing collaborative leadership within a functional model.
- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and 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

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describe four levels of competency (high, confident, 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	Confident
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	Confident

### 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	April 2025
Approved By	HR Advisory