



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Principal Advisor, Contracts

Business Group	Te Pou Ohumahi Matauranga   Education Workforce
Location	Wellington
Salary band	A9

## 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 whatake 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 Workforce Experience and Delivery Group within Te Pou Ohumahi | Education Workforce has brought together teams of experts including the Contracts and Processing Team. The purpose of the Group is to streamline the delivery process by creating an end-to-end experience and delivery team that supports the delivery of the wider group objectives and strategic direction. This includes supporting the Employment Relations and Pay Equity teams as well as the Payroll and the Education Workforce Supply and Leadership teams.

The Principal Advisor Contracts is responsible for designing, managing and evaluating a portfolio of contracts intended to support and develop the education workforce. The role provides strategic advice and leadership of critical relationships with service providers and the Ministry. They provide specialist expertise to a range of projects and initiatives intended to support and develop the education workforce including education leadership and effective Board services.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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.

#### As the Principal Advisor, Contracts you will:

- Provide strategic and tactical advice and expertise on a portfolio of contracts, including supplier relationship management, and performance and compliance monitoring.
- Develop strategies, services and products which reflect the needs and aspirations of the workforce.
- Advise, guide and mentor the Contracts and Processing Team and wider Te Pou Ohumahi to build and maintain connections with networks in the Ministry, Minister's Offices, partner agencies and the sector, to improve communications delivery to key audiences.
- Provide advice and support to assist team members to build their own knowledge and expertise in good practice contract management
- Provide insight, input and expertise to ensure the development of commercial capabilities across Te Pou Ohumahi Mātauranga through knowledge sharing and training in a way that delivers business strategy and reflects the Ministry's Purpose and Strategic Priorities.
- Identify opportunities for the Ministry to enhance its reputation with third parties through strong strategic relationship management.
- Uplift team knowledge of market capability and customer needs and provide robust advice on implementation activities Te Pou Ohumahi Mātauranga.
- Inform the development of policy and lead on initiative design that contributes to building products and services, from concept and prototype to implementation in a way that can be effectively managed and reflects the Ministry's strategic direction and priorities.
- Uphold principles of Te Tiriti o Waitangi in the Ministry, providing advice on obligations under Te Tiriti o Waitangi and how this relates to procurement and contract management activities and role model the partnership values that flow from Te Tiriti.
- Advise and collaborate on key projects so, from the outset, consider the contract management and supplier relationship needs, opportunities and risks.
- Work with the wider Procurement and Supplier Relationship functions to identify reputation-critical risks and opportunities for the Ministry, and develop strategic advice, plans and tactical responses as required.

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

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### Wheako | Experience

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

- 5 years' experience in a principal advisory role with experience in managing contract lifecycles
- Experience in successfully building and managing strategic supplier relationships. Experience working in a contract management role in a large and/or complex organisation across high value, high risk contracts.
- Experience working in a commercial environment in a large complex organisation (ideally across both government and private sectors) and a sound understanding of the Government rules of sourcing.
- Proven experience in conducting contract performance evaluations and sound advice to policy teams and decision makers.
- Familiarity with relevant legislative and regulatory requirements, as well as understanding of standard contractual terms and conditions to mitigate legal risk.

### Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Proven ability to build and maintain strong stakeholder relationships, including the ability to influence at a senior level.
- Proven business acumen and good judgment applied in commercial management and procurement
- A commitment to ongoing personal and professional development.
- Understanding of Te Tiriti o Waitangi and its application to the work of Te Tāhuhu o Mātauranga.
- Understanding of the machinery of government.

### 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	Developing
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	February 2025
Approved By	HR Advisory Team