

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Contract Manager

Business Group	Te Poutāhu Curriculum Centre
Location	Te Whanganui-ā-Tara 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 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 Principal Contract Manager leads and works as part of the broader contract management team in Te Poutahu. 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 Poutāhu's 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 Poutāhu, and ensure risks and issues are highlighted and managed accordingly.



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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.

Ngā Haepapa | Accountabilities

As the Principal Contracts Manager, you will:

- Provide leadership to the Te Poutāhu 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 fulfill 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.

Wheako | Experience

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

- Demonstrated experience in contract management is essential, including negotiation, performance monitoring and contract closeout.
- Experience in leading teams, with ability to motivate, coach, and mentor team members, as well as drive continuous improvement initiatives.
- Ability to develop and implement strategic plans and initiatives related to contract management and align contract management activities with the Ministry's goals, objectives, and frameworks including the Supplier Management Framework.
- Proven experience in building and maintaining relationships with a diverse range of stakeholders, including senior management, suppliers, and internal customers. Strong communication and negotiation skills are a must.
- Experience in identifying, assessing, and mitigating risks associated with contract management activities and ability to develop risk management strategies and ensure compliance with organizational policies, frameworks, and guidelines.
- Financial acumen to enable management of contract budgets, expenditure analysis, and achieving value for money outcomes.
- Strong analytical skills and the ability to interpret data and metrics to inform decision-making, problem solving and solutions to complex contract management issues.
- Experience in managing relationships with suppliers and contractors to maximize value and minimize risk, foster positive working relationships and address issues proactively.
- Ability to drive continuous improvement initiatives in contract management processes and practices. This includes identifying areas for improvement, implementing changes, and measuring outcomes.
- Familiarity with the industry and sectors that Te Poutahu and the Ministry operates in is an advantage, as is an understanding of relevant market trends, regulations, and best practices in those industries.

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.
- 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

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. While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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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

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	May 2024
Approved By	Advisory Team