



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Contracts

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	A7

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 Senior Advisor, Education Workforce Contracts is responsible for managing, administering, and evaluating a portfolio of contracts intended to support and develop the education service workforce and education service leaders.

You will also provide strategic advice and supports on projects and initiatives intended to support and develop the education workforce and education leadership.



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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 Senior Advisor, Education Workforce Contracts you will:

- Manage, administer and evaluate a portfolio of contracts, including supplier relationship management, and performance and compliance monitoring.
- Maintain good contract records for audit and evaluative purposes.
- Develop, maintain and apply a suite of contract management and administration tools and frameworks.
- Contribute to the development and iteration of a contract management and administration maturity model to ensure best practice and continuous improvement.
- Contribute to the development of commercial capabilities across Te Pou Ohumahi Mātauranga through knowledge sharing and training.
- Develop and maintain an understanding of the market for goods and services that can support and develop the education service workforce and education service leaders
- Use knowledge from market and customer research, implementation activities, reporting, analysis of documents produced and lessons learned exercises.
- Provide input to policy and initiative design, contribute to building products and services, from concept and prototype to implementation.
- Contribute to and lead projects that involve the procurement of goods and services intended to support and develop the education service workforce and education service leaders.
- Appraise and justify options and decisions on investment and ensure effective management of public expenditure.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort when it has the most impact.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.
- Contribute to programme evaluation which delivers quality information to underpin design development and implementation planning and governance support decisions.

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- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Provide analysis and advice to other teams and managers throughout the Ministry who are working on related issues to contribute to integration and coordination.

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:

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the education sector.
- Understanding of Government Procurement Rules, best practice procurement and contract management and administration.
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- Ability to identify risks and effective mitigation.
- Excellent written and oral communication skills.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Knowledge and expertise with the field of Te Ao Māori is an advantage.

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.
- A commitment to ongoing personal and professional development.
- Ability to work flexibly across the work area.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Resilience to deal with pressure.



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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

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	Advisory Team