



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Contracts Manager

Business Group	Te Poutāhu Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
Salary band	A8

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 Contract Manager works as part of the broader contract management team in Te Poutahu. This team works closely with and 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 senior role will provide day-to-day contract management of Te Poutāhu's medium risk and or value contracts to ensure contractual deliverables and outcomes are achieved, actively contribute towards the management of complex or strategic supplier relationships, 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, 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.

The role has a dotted line into Manager, Commercial Services

Ngā Haepapa | Accountabilities

As the Senior Contracts Manager, you will:

- Provide day to day contract management based on good commercial practise and Ministry policies, frameworks and guidance for low to medium value and or risk contracts and suppliers within Te Poutahu, ensuring appropriate governance, risk, performance and financial management.
- Have a sound understanding of the Ministry's SRM Framework and Contract Management guidance, as well as the range of contract types used in order to advise suppliers and internal customers on routine contract management issues
- Ensure regular engagement with the Ministry Commercial Management team is maintained to ensure adherence to Ministry policy and processes.
- Contribute towards and/or complete contract management and supplier engagement plans in conjunction with the Ministry's Commercial Procurement Teams as required.
- Monitor and manage performance, contract timelines, and report significant findings to senior management and the Ministry's commercial team/s
- Monitor and manage risk and issues, including conflicts of interest relevant to each contract, escalating to senior management and the Ministry's commercial team/s as required
- Record and maintain accurate and up to date contract records, including inclusive of contract spend, performance, risk and outcomes key actions & tasks, and ensuring Ministry procurement systems, records and information are kept up to date.
- Prepare for and facilitate straightforward contract review and or negotiation, interpreting contract requirements, terms and conditions and ensures that all parties understand and deliver on their responsibilities.
- Liaises with suppliers and customers to resolve routine contractual issues and escalates more complex issues, engaging and supporting the Principal Contract Manager and/or Ministry's Commercial or Legal teams as required
- Ensure appropriate extension, expiry or transition options are adhered to, Assessing and endorse contract variation requests prior to Procurement/Commercial team review. When contracts expire or on exit of a contract, ensure disposal and exit procedures are followed in accordance with Government and Ministry policy.
- Ensure regular engagement and active management of the Ministry's suppliers, developing and maintaining cooperative, respectful and productive working relationships with suppliers and customers at an operational level.
- Attend initial and ongoing contract management and supplier relationship management training as required to develop and build skills. This training will primarily be driven and guided by the Ministry's Commercial Procurement Team to ensure adherence to Ministry guidance and frameworks.
- Provide support and mentorship to Contract Managers and to the wider contract management team as required.

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- Leverage organisational skills to prioritise tasks and meet competing deadlines.
- Ensure the Ministry's Supplier Relationship Management Framework, principles and guidance are embedded into contract management practise.
- Adhere to ethical standards and ensure compliance with Ministry, legal and regulatory requirements in all aspects of contract management. All decisions should be made 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 contract development and/or management, or relevant project management experience, ideally in a complex organization
- High level of analytical, research, and evaluation skills, with the ability to provide solutions to complex problems and issues
- Thorough understanding of compliance and risk management principles and ability to assess and mitigate risks associated with contract management activities.
- Proven negotiation skills and experience and ability in understanding commercial contracts
- Proficiency in database management and understanding of the importance of maintaining accurate records and utilizing database systems for efficient contract management.
- Understanding of the importance of supplier relationship management: Recognizing the role of positive supplier relationships in successful contract management and outcomes.
- Experiencing in leading more junior staff.

Ngā Āheinga | Capabilities

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

- A focus on bringing people together 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.
- A commitment to ongoing personal and professional development.
- Ability to work collaboratively within a team and show initiative, with experience in mentoring and supporting other staff members:
- Excellent interpersonal and communication 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:



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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	May 2024
Approved By	Advisory Team