



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Contracts Analyst

Business Group	School Property
Location	Auckland, Wellington (flexible locations considered)
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 hāpori, 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 Contracts - Analyst is responsible for contributing to the legal matter management and contract administration process across School Property, Procurement and Property Delivery teams, managing key stakeholder relationships, providing training and supporting across the group and managing the workflow and performance as part of a team.

You will report to the Director, School Property and Construction Law and will support the wider School Property Legal team. This role must provide on-line support and cover nationwide. This is a busy and demanding role and will best suit someone with drive, confidence, initiative and agility.



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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 Contracts Analyst you will:

- Work with the Senior Project Manager – Automation and Senior Contracts Administrator to develop and drive efficiencies and innovations with the information databases, document management and automation across the construction and property law portfolio.
- Analyse legal documentation and identify opportunities to improve systems and processes in legal document management.
- Proactively identify, track, mitigate and resolves risk with the Senior Contract Administrator.
- Provide expertise, skills and knowledge on contract administration process and contract quality assurance, including provide support and ad-hoc training on Contract Express to other staff.
- Accurately identify contractual issues and provides sound verbal and written advice, seeking direction and support from the Director, School Property and Construction Law and wider Legal team and other School Property teams as required.
- Manage relationships and develop close links with business group stakeholders across School Property (including within Property Delivery) to identify and improve their contract process and legal documentation requirements.
- Work with the Director and Senior Contracts Administrator in developing training material and delivering training to improve contract administration and legal documentation capability across teams.
- Monitor and maintain document management systems, assisting School Property Legal to record data and report on both the property and construction contracts portfolio, process timing, key risks, bottlenecks and issues.
- Agility and confidence to support Legal and Procurement functions with a variety of projects as required.
- Supports the Director, School Property and Construction Law with team administration including with accounts payable, budgets updates, purchase orders, and travel and training bookings and day to day running of the team.

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



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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.
- Relevant business administration, legal executive certificate or other equivalent qualification is desirable.
- Experience in leading information collection and managing projects
- Experience in contract administration, quality assurance and processes.
- Experience in providing contractual and process advice and training.
- Experience working collaboratively with teams/ colleagues in multiple locations.
- Experience in contract administration supporting a large contractual portfolio.
- Experience in office and accounts administration

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 improve inefficient processes, work with ambiguity, and 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.
- Highly effective planning, organisational and personal time management skills
- A commitment to ongoing personal and professional development.
- Understanding of the New Zealand property and construction industry and contracting processes.
- Expert knowledge and experience in contract implementation, administration, quality assurance and processes.
- Ability to use technology effectively as part of daily tasks, including high competency in Microsoft Office suite.
- Knowledge and experience of the machinery of Government and the public sector.

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	Nov 2025
Approved By	HR Advisory Team