

Schedule B – Role Description

Role Title	Contracts Manager
Project Team	Contracts / Foundation
Responsible to	Corporate Services Champion
Responsible for	Contracts Team
Liaison with	Internal staff External suppliers and contractors Users of CORE Education services
Purpose of the Job	Successful delivery of CORE's Contracts, which involves oversight of our Contract processes and systems to ensure high quality and adherence for all CORE services and products To provide strategic leadership, guidance, quality assurance, project management services across selected projects.

Company profile

See www.core-ed.org for current information.

Background

CORE manages a broad range of projects on behalf of the Ministry of Education and other agencies across the schooling and early years', government and corporate sectors. This role will contribute to strategic planning and provide operational and systems support, and professional learning leadership to project leaders across the projects. This role will oversee and monitor the successful delivery of CORE's contracts.

Personal disposition and values which align with CORE's values

- Future oriented and committed to CORE's mission to push the boundaries of educational possibility
- Collaborative, connected, and whānau focused
- Principled and ethical with a high level of integrity
- Is a self starter and adaptive
- Models principles and practice of Tātai Aho Rau and CORE's values - manaakitanga, whanaungatanga, wairuatanga and kaitiakitanga.
- Underpins all practice with culturally responsible behaviours and attitudes including a commitment to Te Tiriti o Waitangi through CORE's Te Aho Tapu framework.
- Life-long learner, with a commitment to ongoing professional and personal development including in mātauranga Māori.

Personal profile, experience and skills required

- Committed to CORE's transformation agenda to push the boundaries of educational possibility
- Understands of CORE's strategy, brand values and business models
- Knows the breadth of CORE's work, products and services, and points of difference
- Fosters networks and actively seeks to grow new client opportunities
- Committed to using CORE's business and monitoring processes, policies, and procedures
- Committed to delivering quality, and responding to customer feedback
- Strategic planner - ability to take ideas and convert to actions
- Proactive approach and willingness to use initiative when appropriate
- Demonstrated willingness to contribute as part of a team
- Ability to work under pressure and meet deadlines
- Demonstrates ringa whiti - is solution-focused, innovative, and creative
- Demonstrates ringa rehe - has specialist skills and capabilities
- Has strong diagnosis and problem-solving skills, eg. able to identify issues, their causes and effects

- Has evaluative capability including skills in data collection, tools, management, analysis and application of evaluation tools
- Agile, with the ability to work in flexible ways across multiple projects that have competing demands
- Excellent skills in written and oral communications (in English and / or te reo Māori) in particular presenting complex ideas to a range of audiences
- Adept at building relational trust across staff and client groups, for example leadership teams
- Data and digitally literate
- Guide others to reflect on and critique practice in this area

Responsibilities and competencies

Applied knowledge/experience of:

- Key Ministry of Education processes, policies, priorities, and initiatives
- CORE frameworks and Theory of Action, and school improvement science
- Recent New Zealand and international education research and approaches to evaluation
- Diverse environments (e.g. multicultural, diverse peoples, Innovative Learning Environments)
- Universal Design for Learning and inclusive education practices
- Qualitative and quantitative research methodologies, with ability to analyse and synthesise information
- Effective evaluative capability including data collection and tools, monitoring and reporting processes, including Results Based Accountability
- Demonstrate deep knowledge of strategic leadership and change management theories, frameworks and practice
- Demonstrate knowledge of effective processes and strategies for monitoring, evaluation and reporting
- Extensive experience with the full contract Management life cycle including the development and management of effective contractual arrangements
- Effective team leadership

Supporting CORE staff through:

- Providing operational guidance and support in the development and management of CORE contracts, including the management of contractual risk to CORE
- Exercising delegated authority over contracts and expenses as provided for in CORE delegated authority
- Contributing to strategic planning, project development, implementation and evaluation for CORE contracts.
- Contributing to review and development of operational systems including budgets and expense management, across CORE projects
- Contributing to the leadership of Foundation Group through active participation in the Foundation Leadership Team
- Providing leadership support to project leaders and facilitators, with a specific focus on evaluation, assessment, school leadership and change management.
- Providing writing and quality assurance support in the context of proposal writing, contract development,, risk management, contract negotiation and implementation
- In collaboration with the project managers and leads, provide support in monitoring and evaluating the effectiveness of the services and provide quality assurance for preparation of milestone reports.
- Work collaboratively with writing teams on the development of proposals, new services, articles and promotional material.
- Provide project management services for discrete projects, as required.
- Build relationships across CORE by sharing information, developments and effective practice
- Contribute to the internal professional learning programme for CORE staff.
- Work with Senior Advisor Quality to review and develop evaluation projects that will help inform contract teams and services across CORE

Leading the contracts team:

- Manage work distribution across the Contracts team monitoring workloads and ensuring staff have access to appropriate tools, systems and support, including actively managing PPLP and guiding access to appropriate learning opportunities.
- Ensure CORE's systems and processes are adhered and tasks are completed efficiently in a timely manner
- Guide communications with other CORE teams across Epic Enterprises, Games Plans and Solutions and Foundation.
- Liaise with and support the CORE finance team as required.
- Build and sustain key relationships (internal and external) essential to achieving contract outcomes.

- Exercise judgement, which is attuned to client needs, educationally sound and contributes to the good reputation of CORE
- Maintain CORE's contracts register and make recommendation to inform policy and strategic direction across CORE
- Provide monthly reports to Relationships Champion with overview of new contracts, contracts ending, staff delivery hours (Teamwork) and update on key risks and issues

Provide support and assistance with:

- Major CORE Education conferences and events
- Take part in the wider life of CORE as an organisation

Role description approved and signed-off by role holder

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Signature

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Date