

Contracts Office Manager

Kaupapa | Purpose

1. Support Wintec to operate as a strong, effective, proactive and respected ITP, ensuring decisions and activities are supported by well-reasoned and forward-thinking advice for all contracts and agreements.
2. Provide advice relating to contractual risk, liability, indemnities and dispute resolution for contracts and agreements to Executive Management and the Wintec Council.
3. Lead the Contracts Office team.

Reports to: Chief Financial and Operations Officer

Team: Finance and Operations – Contracts Office

Remuneration: Wintec IEA Band 6 (\$90,800–\$113,500)

Date: June 2026

Ngā mahi | Do

Contracts Advice

- Draft, review and negotiate contracts and agreements including capital works, leases and service agreements.
- Monitor legislation and regulatory developments relating to contracts and assess institutional impacts.
- Develop and maintain contract management policies, procedures, and guidelines.
- Support executive and operational decision-making with contract assessments and reviews.
- Manage contract disputes and claims, including working with the External Legal Council, where required.
- Partner with Wintec Teams on contract and agreement matters.
- Ensure compliance with relevant legislation and frameworks.
- Manage the development, use, and improvement of standard contract templates.

- Ensure contracts are executed in accordance with delegated financial authority policy and register.

Leadership

- Build effective working relationships across the organisation especially with senior leadership and Contract Office stakeholders including academic, akonga support, international, research, procurement, finance, and operational teams.
- Ensure effective leadership and management of the Contracts Office staff to ensure a high performing and responsive team.
- Ensure effective and efficient management of Contracts Office expenditure budget.

Records Management

- Ensure compliance with the Records Management Act 2005, through maintaining a quality record management system for the contracts and agreements database, and the recording intellectual property, ensuring it meets policy guidelines and New Zealand standards of best practice for records management
- Ensure the retention and disposal methodologies meet compliance standards

Health, Safety and Wellbeing

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;
- Significant hazards are eliminated, isolated and/or risk minimised;
- Staff in the area of responsibility are involved in the hazard management process;
- Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;
- Follows all Wintec's policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);

- Demonstrates an understanding of and commitment to Wintec mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

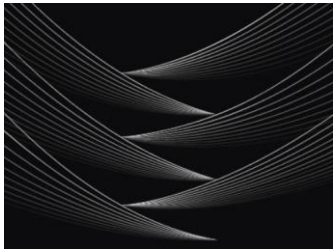
Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

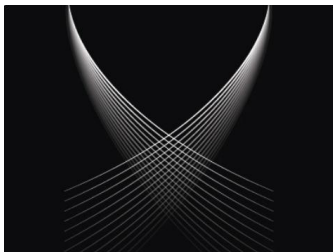
- A law degree with 3+ years practicing experience in commercial contracts.
- Proven ability to deliver focused, effective, contract management advice;
- Proven experience leading people and managing internal and external resources to deliver through others (previous management experience desirable);
- Strong operational and project management skills, including the ability to maintain performance when under pressure, and consistently deliver on time and to a good standard;
- Excellent analytical, critical thinking and reasoning skills;
- Comprehensive understanding of NZ's regulatory environment, and government sector in NZ;

- Strong self-management skills – sound social judgement, mature and professional conduct, and an ability to effectively manage stress;
 - Very strong capability in learning and adaption to IT systems (including a high level of Microsoft office skills).
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Wintec Values



We lead with aroha, act with humility, and create space for others to belong. Manawa nui reminds us to extend compassion, to uplift each other, and to hold firm in our values under pressure.



This is about persistence, patience, and progress. Manawa roa calls us to stick with challenges, grow through feedback, and support each other's learning journey — even when things get hard.



Manawa ora speaks to collective wellbeing. It's about restoring balance, nurturing mauri, and creating spaces where we can succeed. Physically, mentally, spiritually, and emotionally.

Ngā Hononga Mahi | Working relationships

Internal: Academic kaimahi, administration kaimahi, advisors/consultants, executive members and senior leadership, faculty managers and leaders

External: Businesses, Consultants, government agencies, ITOs,

Resource delegations and responsibilities:

Financial: Legal Budget to be approved by the Wintec Council each financial year, with a delegated financial authority up to \$20,000 in any one occurrence.

People: Two direct reports