



Job Title:	Contracts Coordinator
Department:	Business Growth and Design
Responsible to:	Contracts and Business Development Partners Lead
Purpose Statement:	Undertake and provide effective, efficient, and timely coordination and support to the Contracts and Business Development Partners Lead. Support the successful management of organisational contracts through the coordination and administration of the contract database.
Mission:	Mauri ora ki te Mana Māori Realising Whānau Potential
Values:	Whanaungatanga: We are customer driven / whānau led and actively foster and form positive relationships, partnerships, alliances and connections Kotahitanga: We are kaupapa driven and work with each other and others to enhance whānau potential. Kaitiakitanga: We exhibit custodianship and are stewards of our resources to advance the kaupapa. Whakamana: We are outcome focused and recognise, respect, and uphold mana.
Relationships:	External Contract Funders, Sub-contractors, Third-party Contributors, Suppliers, Consultants, Business Networks and Related Associations, Whānau, Heretaunga community. Internal CEO, Executive Management Team (EMT), GM Business Growth & Design (BGD), BGD Unit, Senior Managers, and staff
VCA Role:	Not a Children's Worker
Structure:	Refer to Structure Chart

KEY ACCOUNTABILITIES

Kaupapa Te Taiwhenua o Heretaunga

- Contribute to the delivery of effective, integrated, whānau-focused services as part of a team and individually
- Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa and doing what it takes to advance the kaupapa.
- Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
- Understand and promote all aspects of the TToH Kaupapa
- Adhere to and apply TToH values in all aspects of TToH's work
- Participate in TToH kaupapa activities, including karakia, waiata and marae noho
- Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
- Participate in TToH systems including the Management Operating System and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
- Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
- Participate in regular peer supervision and/or professional supervision
- Work in a reflective manner and take opportunities for self-development

Whānau Ora Practice

- Develop understanding of the communities that TToH works with
- Be responsive to whanau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
- Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
- Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence
- Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
- Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
- Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

Role Specific Accountabilities

Contract Administration

- Maintain organised and up-to-date contract records, including amendments, variations, and terminations, using our contract management system.
- Administrate contracts throughout their lifecycle, including drafting, review, execution, and filing.
- Monitor and advise on organisational contract compliance, including variations to existing contracts.
- Support the Contracts Lead to conduct regular audits of contract processes and documentation.

Contract Coordination:

- Coordinate contract-related activities, including scheduling meetings, communicating with internal and external stakeholders, and tracking contract status and deadlines.
- Serve as a point of contact for internal teams and external parties regarding contract-related inquiries, providing timely and professional assistance.
- Prepare and distribute regular updates on contract status and key milestones.
- Generate reports as needed to support decision-making and compliance monitoring.

Other Duties

- Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures.
- Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times.
- Carry out additional duties from time to time as requested by management.
- The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

Person Specifications:

QUALIFICATIONS

Essential:

- Level 2 NCEA

Desirable:

- Diploma in Business Administration, Legal Studies or other relevant field
- Current Full Driver's Licence

SKILLS AND EXPERIENCE

Essential:

- Previous experience working with contracts or in an administrative position.
- Excellent organisational and administrative skills
- Proficient with Microsoft Office Suite
- Ability to interpret data accurately.
- Great interpersonal and communication skills
- Exhibit a high level of attention to detail.

Desirable:

- Working knowledge of Te Reo me ona Tikanga Māori.

PERSONAL ATTRIBUTES

Essential:

- Self-motivated, self-directed team player.
- Creative and strategic thinker.
- Committed to upholding strong ethical standards and confidentiality.
- Understanding of the Principles of Te Tiriti o Waitangi.
- Able to carry out the physical aspects of the role.