

Contracts Management Advisor – Digital Solutions

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role is to provide dedicated leadership and oversight of all contracts specific to the Digital Solutions portfolio. This includes ensuring contracts are strategically aligned, commercially robust, performance-focused, and fully compliant with organisational procurement frameworks.

The Contracts Manager acts as the specialist lead for digital contract management, owning the full contract lifecycle and ensuring DS contracts deliver value, resilience, and risk assurance for the organisation. While reporting to the XXXX, this role operates independently to:

- Develop and implement a portfolio-wide DS contract management strategy that supports ECan's digital transformation goals.
- Act as the subject matter expert on digital contract management, providing assurance, advice, and insights across DS and into organisation-wide procurement frameworks.
- Provide governance and risk reporting on contract performance, supplier relationships, and commercial outcomes, ensuring leadership has clear visibility of risks and opportunities.

Ngā Haepapa | Accountabilities

Contract Lifecycle & Strategy

- Support Managers and Team Leaders with end-to-end management of Digital Solutions contracts, (planning, negotiation, onboarding, renewals, variations, transition/exit).
- Develop and maintain a Digital Solutions contract management strategy that ensures alignment with ECan's digital goals.
- Maintain the Digital Solutions contract registers and reporting framework, ensuring visibility of key milestones and obligations.

Supplier Relationship & Performance

- Build and maintain strong, transparent relationships with technology vendors, consultants, and service providers.
- Monitor and evaluate supplier performance against KPIs and SLAs; escalate issues to the IT Services & Infrastructure Manager where governance intervention is required.
- Facilitate regular supplier reviews and support dispute resolution processes.

Commercial, Risk & Compliance

- Ensure Digital Solutions contracts are commercially sound, risk-managed, and compliant with Council procurement standards.
- Oversee cybersecurity, data protection, and privacy obligations within vendor contracts to ensure organisational risk is mitigated.
- Identify opportunities for cost optimisation, contract consolidation, and improved commercial terms.
- Embed sustainability and social procurement objectives into Digital Solutions contracts (e.g., carbon reporting, supplier diversity).

Collaboration & Alignment

- Serve as the Digital Solutions contract management specialist, working in partnership with the central Procurement team to ensure probity and policy compliance.
- Provide specialist advice to Digital Solutions managers and project leads on contract matters.
- Contribute expertise to organisation-wide contract and procurement frameworks where digital contracts are a focus area.

Reporting & Governance Support

- Provide regular reporting to the IT Services & Infrastructure Manager on contract performance, risks, and opportunities.
- Contribute to governance reporting for senior leaders and committees via the IT Services & Infrastructure Manager.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of

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knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.

- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the IT Services & Infrastructure Manager
- Close working relationships with;
 - Digital Solutions Managers and Team Leaders
 - Procurement & Finance teams
 - Legal & Risk teams

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Technology vendors and service providers
- External consultants and contractors
- Peer networks and other councils for benchmarking and best practice

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

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Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification in business, commerce, procurement, law, IT, or equivalent experience.
- Professional certification (e.g., CIPS, NZSIPM membership, or equivalent) is desirable.

Mātau ā-wheako | Experience

- 5+ years' experience in contract management, ideally within technology or digital services.
- Demonstrated experience in end-to-end contract lifecycle ownership.
- Proven ability to manage multiple supplier relationships and contracts simultaneously.
- Sound understanding of contract law, commercial risk, and supplier performance frameworks.
- Experience embedding cybersecurity, privacy, and sustainability requirements into contracts.
- Strong capability in commercial negotiation and dispute resolution.
- Experience in public sector or regulated environments, with probity and compliance obligations.
- Strong stakeholder engagement and relationship management skills.
- Excellent negotiation, influencing, and communication skills.
- Financial and analytical acumen, with ability to interpret and report on performance data.
- Customer-focused mindset with an emphasis on value and service outcomes.
- Ability to work independently while contributing to collective team success.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Contracts Manager – Digital Solutions level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing

authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
[...]	[...]	[...]

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: