

POSITION DESCRIPTION

Te Ropu Wahine Maori Toko I te Ora | The Maori Womens Welfare League Inc



Title: Contracts Manager

Reports to: Kaiwhakahaere

Location: National Headquarters, Wellington

Te Ropu Wahine Māori Toko I te Ora | The Māori Women's Welfare League ("the League") is currently seeking a Contracts Manager to support our national operations.

The League has been at the forefront of advocating for Māori women and whānau for over 70 years with branches established throughout Aotearoa New Zealand. Its focus is on supporting Māori women and advocating for improvements in public service and policies affecting Māori communities. The League has become a vital force in shaping government policy and delivering practical support, such as community health initiatives, educational campaigns and family services.

Our vision	Hine Titama te pō, Hine Tīrama te ao, ake, ake, ake.	
Our mission	Puritia ki ō tātau ake kawa, ki ō tātau mātauranga me ōna tikanga ki te hāpai i te rangatiratanga ō tēnā wahine, o tēnā wahine; o tēnā whānau, o tēnā whānau.	
Direct Report	The Kaiwhakahaere, National Headquarters	
Key Relationships	Internal	<ul style="list-style-type: none">- Kaiwhakahaere- National President and National Vice President- National Executive Committee- Regional Executive Committees- Kaimahi/staff/contractors- League members- Patron
	External	<ul style="list-style-type: none">- Funders- Accountant and Auditor- MWDI- Māori/Hapū/Iwi organisations- Indigenous bodies- Government agencies, ministerial offices- Media- Philanthropic funders- General public enquiries

POSITION DESCRIPTION

The Contracts Manager is a senior management role of Te Ropu Wahine Māori Toko I te Ora | The Māori Women's Welfare League Inc ("the League") responsible for overseeing all contractual arrangements for the League. This role ensures that contracts are properly developed, reviewed, negotiated and managed to protect the League's interests.

Internally, the Contracts Manager will support the Kaiwhakahaere and assist the eight regions with strategic funding applications. The role also involves liaising with members of regional executive committees and, on occasion, responding directly to enquiries from branch members.

Externally the Contract Manager is a crucial navigator, interacting with potential League members, while supporting and maintaining strong relationships with a range of non-government and government personnel, as well as partners, funders and suppliers.

Key Result area	Key Accountabilities
1. Contract Development & Negotiation	<ul style="list-style-type: none">- Draft, review, and negotiate contracts, subcontracts and agreements in line with the League's policies and legal requirements.- Ensure all contract terms and conditions are clear, accurate and protect the League's interests.- Provide advice to management and staff on contract risks, obligations and opportunities.- Identify, pursue, and secure new business opportunities and contracts in line with the League's strategic objectives including responding to tenders, proposals, and partnership opportunities.- Proactively identify risks associated with contracts across the League e.g., Identify and resolve bottlenecks, resource constraints, or facility- related challenges.
2. Contract Management	<ul style="list-style-type: none">- Maintain contracts register and ensure compliance with key dates, milestones and reporting requirements.- Monitor contract performance against contract deliverables and supports successful completion.- Ensure contract variations, renewals, and terminations are processed appropriately.- Forecast and revise budgets.- Prioritise data collection and reporting to demonstrate the value of the League's work, highlight outcomes on the ground and capture key learnings.- Implement change where needed e.g., IT systems, reporting.- Reports to the Kaiwhakahaere and National Executive are timely and comprehensive.

3. Compliance & Risk Management	<ul style="list-style-type: none"> – Ensure contracts comply with relevant legislation, regulations, and League policies. – Identify, assess and mitigate contractual risks. – Manage disputes and resolve issues in a timely manner. – Manage timely provision of operational engagement in internal and external audits and other regulatory review processes. – Identify and implement opportunities for continuous improvement –
4. Relationship Management	<ul style="list-style-type: none"> – Build and maintain strong working relationships with external partners, suppliers and funders. – Act as the key point of contact for contract-related queries internally and externally. – Secure new sustainable contract, funding partnerships.
5. Technology & Reporting Systems	<ul style="list-style-type: none"> – Draws on optimal technology to store contract data on behalf of the League. – Uses innovative technology that is cost effective and beneficial to the League's work.

ESSENTIAL	<ul style="list-style-type: none"> – Proven experience in a contract management position, preferably in a non-government organization (NGO) or Māori setting. – Outstanding contract planning and practice management capability. – Friendly positive disposition, calm under pressure and high work ethic. – Excellent relationship management skills. Establishes rapport easily with others and can de-escalate negative interpersonal conflict easily and early. – Strong fiscal management skills and knowledge, experience in budget preparation, demonstrated success in fund raising and grant applications. – A working knowledge of operating under a Constitution. – Able to demonstrate critical analysis, methodical problem resolution, creative and strategic thought processes. – Excellent time management skills. – Experience in handling confidential and sensitive material and generates trust and confidence from others as a result. – Able to travel within Aotearoa when necessary to fulfil the requirements of the role e.g., annual conference. – Competent with Microsoft 365, Outlook, Teams, Zoom. Embraces technology to positively assist the League's work. – Self-reflective. Aware of own limitations and motivated towards own development. Comfortable to seek advice for sound decision making.
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PREFERRED	<ul style="list-style-type: none"> – Contract Management expertise in a national setting or in similar environment – League member – Knowledge of the workings of the League – Conversational Te Reo Māori – Familiarity with kawa and tikanga – General knowledge of Te Ao Māori and Māori politics. – Can articulate the significance of Te Tiriti o Waitangi to the wellbeing of wāhine Māori and whānau.
QUALIFICATIONS	<ul style="list-style-type: none"> – Business, Management or Accounting tertiary qualification and/or extensive relevant experience in a national role. – A clean and full current driver's license.