



WHANGANUI
founded in
1892



WAIRARAPA
founded in
1896



MANAWATŪ
founded in
1902



HOROWHENUA
founded in
1987

Senior Contracts Advisor

Kaupapa | Purpose

To deliver high-quality support and advice on UCOL's facilities-related procurement, contracts, and leases (0.75FTE), while contributing to organisation-wide contract, procurement, and risk and compliance activities (0.25FTE) to enhance operational efficiency, ensure compliance, and strengthen governance.

Location: Palmerston North

Reports to: Manager Corporate Assurance and Risk. Dotted line to Facilities Management Operations Manager (0.75FTE).

Team: Corporate Assurance and Risk

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



Ngā mahi | Do

Contract Management

- **Prepare** facilities-related contracts, leases, variations, and associated materials such as maps and schedules for cleaning contracts. Process contract renewals and terminations.
- **Manage smaller facilities-related contracts**, including negotiation, preparation, and monitoring (with Manager oversight) for vehicle replacement programme, Cafés (x3), Coca-Cola, Intellitrack GPS, hygiene services and bus services.
- **Prepare and administer** lease and licence-to-occupy documentation, and monitor associated financial obligations, including annual increases and CPI adjustments, with the relevant Manager.
- **Oversee** UCOL facilities-related contracts by tracking and flagging review dates, gathering relevant information in consultation Managers, and ensuring accurate preparation and filing of documentation.
- **Manage** divestment processes, including collation and recording of documentation, and liaising with external stakeholders such as lawyers, real estate agents, and property managers to ensure smooth transactions.
- **Coordinate and minute** operational and annual contract meetings.
- **Administer and maintain** contract records in Contract Eagle.
- **Support organisation-wide** contract preparation and drafting, including Contract Eagle system training, advice and providing back-up in the absence of the Corporate Assurance & Risk Officer.

Procurement

- **Tender administration** – Provide administration support for facilities-related procurement processes such as cleaning and security contracts in collaboration with Managers, including managing and providing advice in the preparation of tender documents and uploading onto GETS.
- **Provide advice and support** across all stages of the procurement life cycle of the procurement process for both facilities-related and organisation-wide needs.

Capital Project Support

- **Capital Project Support** - Provide contract administration support for large capital projects with relevant Managers.
- **Divestment Coordination** – Manage property divestment processes, including collation and recording of all documentation, and liaising with external stakeholders such as lawyers, real estate agents, and property managers.

Administration Support

- **Maintain the UCOL Contract and Procurement Toolkits** for facilities-related templates, ensuring accuracy and relevance through engagement with internal and external expertise.
- **Provide general administrative support** for other tasks as required.

Pūkenga | Have

A relevant recognised qualification or equivalent experience aligned to the key responsibilities of the role.

Proven senior administrative experience with expertise in processes, procedures, and best practices, complemented by strong skills in contract management and procurement, with a solid understanding of compliance requirements.

Demonstrated technical competence, with proficiency in a wide range of systems and software applications.

Proven ability to deliver exceptional customer service, with strong written and verbal communication skills and a talent for building and maintaining positive relationships. Skilled in managing multiple and competing demands effectively.

Skilled at managing multiple, competing priorities with efficiency.

Strong problem-solving skills, with the ability to generate alternative solutions.

Self-motivated and adaptable, with the initiative to identify and act on opportunities while readily embracing new challenges and responsibilities.

A degree of understanding and recognition of Te Ao Māori and Mātauranga Māori

Full Drivers License



Standard clauses

Health and Safety Clause (all Kaimahi)

Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.



Waiaro | Be

Ngā Uara | Our Values

Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

Facilities Management Operations
Manager, Manager Corporate Assurance &
Risk, UCOL support teams, staff and
managers across all UCOL campuses

External:

Consultants, Contractors and Suppliers, NZ
Government Procurement, Legal Advisors,
Real Estate Agents/Property Managers

Resource delegations and responsibilities:

Nil.

