

Contract Manager

February 2025

Reporting Relationship and Location	
Reports to:	Head of Procurement
Team Business Unit:	Procurement Team Operations
Purpose	
<p>The purpose of a Contract Manager is to ensure effective management of contracts for the supply of goods and services at Auckland Airport.</p> <p>The Contract Manager is the internal contract owner for key technically complex, operations & maintenance contracts at Auckland Airport.</p> <p>In this role, the Contract Manager will expected to deliver:</p> <ul style="list-style-type: none"> • strong commercial contract management and stakeholder management skills; • manage new contract implementation, develop governance frameworks, contract performance metrics & controls. • the ability to challenge the financial aspects of contracts, to have an expert-level understanding of the factors that influence costs and how to manage these. • Develop a detailed understanding of the commercial mechanisms within the contract and provide advice and recommendations to leadership on resolution of any issues that may arise. 	
Key Accountabilities	
Contract Performance	<ul style="list-style-type: none"> • Effectively manage and coordinate the full contract lifecycle management, including: <ul style="list-style-type: none"> ○ managing contract development, negotiation and execution; ○ supporting transition to new suppliers (as required); ○ supporting contract owners to manage financial aspects of contracts to ensure they deliver to financial objectives, particularly regarding contract variations; ○ supporting contract owners to manage operational aspects of contracts to ensure they deliver to business and customer expectations; ○ recording and managing contractual and supplier relationship issues and risks; and • Monitoring and measuring supplier performance to support delivery of high-quality outcomes. Lead contract review process including: <ul style="list-style-type: none"> ○ implementing contract review processes in a timely manner; ○ reviewing, evaluating, and drafting of revised/new contract terms;

	<ul style="list-style-type: none"> ○ acting as the primary contact between internal stakeholders and suppliers; ○ coordinating with internal stakeholders to ensure requirements are clearly defined and well understood; ○ leading negotiation with suppliers as required; and ○ liaising with Procurement Managers and business owners to agree appropriate procurement strategies (e.g. renegotiate vs. go to market). <ul style="list-style-type: none"> ● Effectively manage supplier performance, including: <ul style="list-style-type: none"> ○ establishing and building strong supplier relationships; ○ ensuring supplier meetings are conducted in accordance with contractual requirements and actions are followed up; ○ leading negotiations with suppliers to deliver optimal commercial and operational requirements during the contract term; and ○ working with suppliers to identify and implement continuous improvement opportunities/new innovations.
<p>Team Performance</p>	<ul style="list-style-type: none"> ○ Assist in creating and maintaining a team environment that fosters and develops effective working relationships and high performance. ○ Operate effectively as part of the Procurement team and wider Operations team. ○ Perform other reasonable duties as required by the Chief Operating Officer or Head of Procurement. ○ Always be well prepared, show good planning and actively participate in meetings. ○ Meet company administration requirements e.g. timesheets, leave forms, prepare, participate and follow through in performance development processes. ○ Ensure all company policies and procedures are followed. ○ Support the company business planning and budgeting cycle.
<p>Relationship Management</p>	<ul style="list-style-type: none"> ○ Liaise effectively with all Auckland Airport staff to deliver positive business outcomes, including supporting and coaching staff in procurement policy and best practice. ○ Maintain a professional relationship with and represent Auckland Airport commercial interests with external stakeholders.
<p>Health, Safety and Wellbeing</p>	<ul style="list-style-type: none"> ○ Role model Auckland Airport's commitment to "People First" Health, Safety & Wellbeing approach ○ Lead by example, demonstrating and communicating visibly safe work. ○ Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. ○ Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.

- o Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.

People Responsibilities and Project Management

Project Leadership Select and complete the appropriate statement / delete if N/A

- Role is responsible for project coordination for team of X individuals. Project horizon is X – X months.
- Role is responsible for project management for team of X individuals. Project horizon is X – X months.
- Role is responsible for programme leadership of long-term project of X – X years. Role has oversight over X Project Managers and team of X.

Financial Responsibilities and Authorities

Capital Expenditure Highlight the line that is applicable	Operating Expenditure Highlight the line that is applicable
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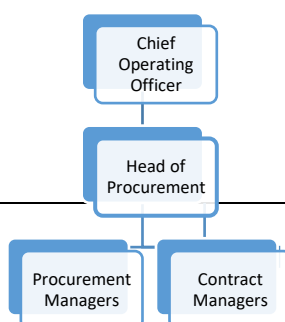
Staff Designation	Budgeted CAPEX Maximum Financial Authority
Chief Executive	>\$4,000,000
Leadership Team	\$4,000,000
Senior Management	\$1,000,000
Management	\$125,000
Administration	\$5,000

Staff Designation	Budgeted OPEX Maximum Financial Authority
Chief Executive	\$6,000,000
Leadership Team	\$400,000
Senior Management	\$100,000
Management	\$25,000
Administration	\$5,000

Financial Authority Select and complete the appropriate statement


- Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader.
- Not accountable for expenditure budget. Able to authorise minor expenditure from another person’s budget up to value of \$X
- Accountable for expenditure budget of \$X

Structure Chart



Key Challenges	
<p>The challenges of the role include:</p> <ul style="list-style-type: none"> • Complexity of commercial agreements and technical nature of the services being delivered. • Delivering operationally-essential services in a dynamic 24/7 setting; • Ongoing changes to Auckland Airport’s physical environment, and hence its service requirements, as it continues to deliver its infrastructure programme; • Balancing the delivery requirements of the contract with an evolving operational landscape. 	
Key Relationships	
Internal	Purpose of contact with this person/s
Procurement team	<p><u>Examples:</u></p> <ul style="list-style-type: none"> • Providing payroll information and reports • Providing advice and receiving / providing information
Operations	
Finance	
Legal	
Digital	
Safety & Risk	
Infrastructure	
External	Purpose of contact with this person/s
Suppliers	<p><u>Examples:</u></p> <ul style="list-style-type: none"> • Negotiating pricing • System support and trouble-shooting
Contractors	
Customers / Tenants	
Legal consultants	
Specialist consultants	
Qualifications (or equivalent level of learning)	

Essential		Desirable	
<ul style="list-style-type: none"> Degree in Commerce/Business Studies, or other related field 			
Knowledge / Experience			
Essential		Desirable	
<ul style="list-style-type: none"> Minimum 5 years' experience working in contract / commercial management, in particular the management of complex, technical services contracts. Degree in Commerce/Business Studies, or other related field Demonstrated experience managing contract financial data including and managing contract variations etc. Demonstrated success in applying influence and/or negotiating to achieve a win/win outcome Excellent relationship-building skills at all levels of the organisation Ability to analyse data, develop conclusions/ options, and present results Demonstrated ability to think strategically, cope with business complexity and make sound strategic decisions Sound business writing and verbal communication skills, including well-developed presentation skills Sound experience managing complex procurement processes, with particular focus on supply contracts 		<ul style="list-style-type: none"> Sound working knowledge of relevant legal frameworks in New Zealand Project management skills and experience <p>Well-developed skills as a team contributor, with demonstrated ability to collaborate effectively across functional lines</p>	
Values			
<p>Whiria te tangata. Our values weave us together. They're what we stand for, who we are and how we think, feel and act.</p>			
<p>All in Tātou tātou</p>		<ul style="list-style-type: none"> People first Seek understanding Acknowledge others Empathise and support Diverse & inclusive 	
		<ul style="list-style-type: none"> Explore and solve together Curious and open Bring your voice & share your skills 	

Know How Kōkiri Tahi	<ul style="list-style-type: none"> • Unite and collaborate • Right people in the room
 Let's Go Karawhiua	<ul style="list-style-type: none"> • Challenge yourself • Take pride • Act with intent and integrity • Keep your word • Deliver excellence

Changes to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport's work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required.

Sign-Off

Job-Holder	People Leader
Print Name: _____ Sign: _____	Print Name: _____ Sign: _____