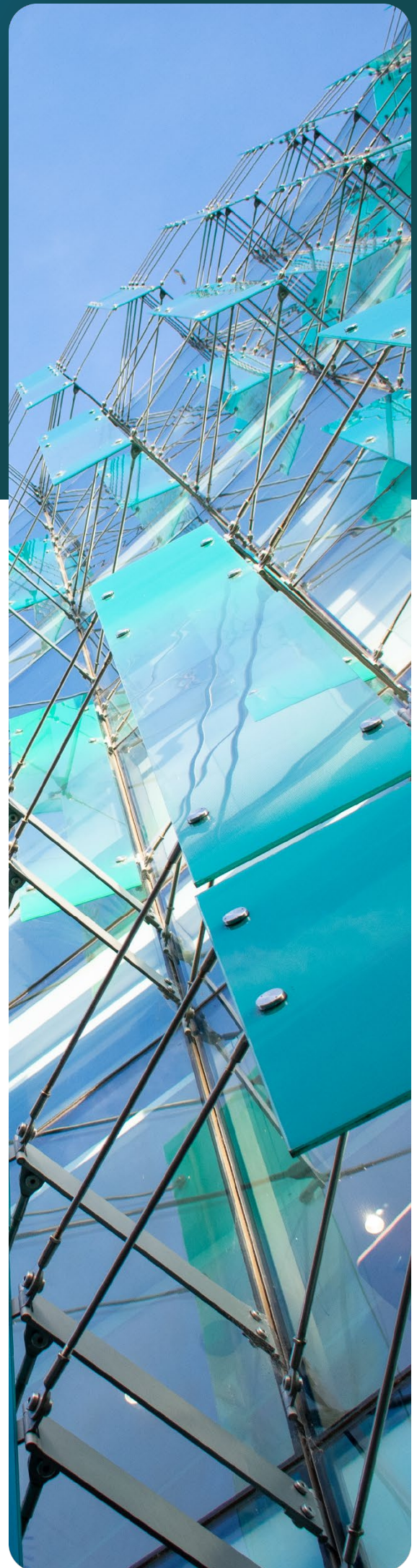


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Invercargill City Council – Contracts Manager, WasteNet

Position Description and
Additional Information

June 2026



Position Description

Position Title:	Contracts Manager
Reports To:	WasteNet Director
Responsible For:	N/A
Group and Team:	Infrastructure – WasteNet
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To lead the operational, financial, and compliance management of waste management contracts to optimise the waste value chain, enhance service delivery, reduce costs, and ensure compliance with the Health and Safety at Work Act (HSWA), Waste Management Act (WMA) and relevant legislation. Monitor contractor performance, including collecting and analysing waste and financial data, to support decision-making, the identification of opportunities for continuous improvement, risk mitigation, and quality assurance. Maintain strong relationships with internal and external stakeholders to deliver effective and efficient waste management services and contract management functions.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.
- WasteNet Council stakeholders and employees.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Contract Management

- Lead the management and maintenance of compliance of WasteNet Southland's waste management contracts and the ICC-held contract for recyclables processing.
- Review proposed variations/notices to contract to determine financial exposure and operational and risk.
- Chair, attend, and provide input into formal contract meetings.
- Monitor budgets and report on contract budgetary performance.
- Monitor and report on contractor financial performance vs service level performance.
- Manage, negotiate and vary existing waste management contracts as opportunities present themselves that improve the value chain for reduced costs, risks and service levels.

Data Analysis and Reporting

- Conduct regular data analysis to inform contract performance and support decision-making.
- Develop, enhance, and track financial, operational and waste volume performance indicators (PIs) and key performance indicators (KPIs), including those specific to waste management and the waste management contracts.
- Populate, analyse and interpret data to validate commercial claims and ensure accuracy in reporting.
- Conduct qualitative and quantitative data analysis on various metrics, including waste management and diversion performance.
- On an as-required basis, create and deliver monthly, quarterly, and annual reports for WasteNet, relevant staff across the WasteNet Councils, and governance/Councils, including updates on contract performance and waste management metrics.
- Analyse trends, interpret findings, and provide actionable insights to support strategic decision-making processes.

Compliance and Risk Management

- Ensure contract alignment with legislation, policy, and strategy.
- Oversee the maintenance and updating of the operations risk register relating to the waste management contracts.
- Assess and manage excepted risk claims.
- Reviewing and approve models to assess financial and operational risks.

Stakeholder Management

- Establish and maintain effective working relationships with internal and external stakeholders relevant to contract management and waste data.
- Liaise with diverse stakeholders, including contractors, agencies, community members, and customers.
- Collaborate with internal (WasteNet Councils) and external partners to gather, share, and utilise waste data effectively.
- Support the engagement team by providing data for public communications and education initiatives.
- Respond promptly and professionally to customer enquiries and requests related to waste management and contract performance.

Financial Management Support

- Support the development and maintain accurate financial forecasts for contract costs, collaborating with finance to ensure robustness and alignment with WasteNet budgets.

- Manage the full cycle of contract-related financial processes, including invoice validation, purchase order creation, and timely payment processing through Tech One, ensuring compliance with established finance procedures.
- Conduct comprehensive financial analysis of contracts and contractors, including performance evaluation, cost-benefit analysis, and identification of cost optimisation opportunities.
- Lead the development and implementation of financial risk management strategies for contracts, including contingency planning and mitigation measures.
- Contribute to budget planning, monitoring, and reporting for contracts under management and the broader functional area, providing regular updates to senior management and key stakeholders.
- Analyse financial data to provide strategic insights for decision-making, with a focus on improving contract value and financial performance.
- Ensure compliance with WasteNet Councils' policies, New Zealand law, and best practices in financial management and reporting for all contract-related activities.
- Provide clear, concise and accurate data for financial reports, and recommendations, highlighting key performance indicators and areas for improvement.

Project Management

- Where applicable to the waste management contracts and associated activities, participate in waste management projects to provide contract management expertise.
- Provide contract-related expertise to ensure alignment with project goals.
- Where applicable to the waste management contracts and associated activities, assist in the development and execution of waste management projects.
- Provide data insights to support project decision-making.
- Provide data-driven insights to support project planning and evaluation.

Administration

- Manage information systems to support efficient waste management operations.
- Develop and implement processes and systems to support efficient operations within function.
- Manage and maintain accurate records and documentation to ensure compliance with organisational policies and New Zealand legislation and regulations.
- Coordinate and facilitate meetings with internal and external stakeholders to enhance communication and collaboration relating to service contracts.
- Provide administrative support across the team as needed to maintain smooth operations.
- As required for role deliverables, complete purchase orders and associated admin within Tech One including the setup of new suppliers, creating requisitions, transmitting order numbers, processing accounts payables; following established finance processes to ensure accurate and timely payments.

Quality Assurance

- Manage quality assurance processes for contract compliance and performance monitoring.
- Develop and implement quality standards for waste management services and existing contracts.
- Conduct regular audits to ensure compliance with established standards within function.
- Identify areas for improvement and implementing corrective actions.
- Monitor and report on service quality metrics to the Waste Management Group as required.
- Monitor data accuracy to ensure reporting quality aligns with WasteNet's standards.

Health, Safety and Wellbeing

- Drive HSW compliance across all contract management activities, ensuring contractor adherence to safety protocols.

- Regularly reviewing and updating HSW practices to mitigate risks in waste management operations.
- Ensure HSW compliance in data collection processes (e.g., site visits).
- Ensure HSW compliance and promote a safety-first culture across all of WasteNet Southland activities.

Governance Support

- Prepare and deliver clear, data-driven contract performance reports aligned with WasteNet's strategic goals, ensuring timely and accurate information for governance decision-making.
- Provide support in governance reporting by providing comprehensive, actionable insights from your area of responsibility.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

A relevant tertiary qualification, such as a bachelor's degree in business, finance, management, commerce, or a field related to the specific industry
Current NZ Driver's license

Desirable:

New Zealand Certificate in Infrastructure Works Contract Management (Level 5)
Project Management certification (PMP, PRINCE2) or Negotiation Skills Certificate can be beneficial

Knowledge, Skills and Experience

Essential:

Demonstrated experience with a minimum of 5-7 years in commercial contracts
Experience in managing complex contracts, preferably in waste management or related sectors
Understanding of contract management frameworks (e.g., NZS 3910, NZS 3917) and administrative requirements
Superior negotiation skills and commercial acumen, with the ability to interpret financial language into simple operational speak
Ability to work as a team player while also being able to work autonomously and use initiative

Desirable:

Exceptional data analysis, modelling, and reporting skills, with proficiency in tools such as Excel and data visualisation software
Strategic thinking ability with a focus on identifying commercial risks through value chains
Excellent communication, relationship management, and influencing skills, with a strong customer service focus
Experience working in or with local government in New Zealand and/or in the civil and/or waste management industry is advantageous
Flexibility to respond to changing demands, with strong personal prioritisation, time management, and organisational skills

Strong organisational skills with the ability to work under pressure, maintaining a high level of integrity and honesty
 Innovator of contractual and commercial change, with the ability to drive improvements in operational service delivery performance
 Proficiency in data analysis tools (Power BI, VBA, 'R')

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
 Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
 Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
 Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
 Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
 After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Our process



OUTREACH AND ADVERTISING | Applications close 1 July 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Mid to Late June

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Late June

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Early July

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Late July

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | July

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Contracts Manager – WasteNet Southland

- Lead critical Southland service contracts.
- Drive performance, value and accountability.
- Work in a progressive team environment.

About WasteNet

WasteNet Southland plays a vital role in delivering waste minimisation, resource recovery and waste management services across the region. Working on behalf of Southland's councils, WasteNet is committed to creating efficient, sustainable and community-focused solutions that deliver long-term value for residents and ratepayers.

This is an exciting time to join the organisation, with a newly appointed Director, WasteNet is well positioned to build on its successes and identify new opportunities to enhance service delivery and performance across the region. As part of a small, collaborative team, you'll have the opportunity to make a meaningful contribution, work closely with key stakeholders and help ensure the effectiveness of waste management services in Southland.

Are you ready for your next step?

About the opportunity

Well supported by a highly experienced Director, the Contracts Manager is responsible for leading the operational, financial and compliance management of WasteNet's key service contracts. This is a pivotal role where you'll work closely with contractors, council partners and stakeholders to ensure contractual commitments are met, risks are effectively managed and services are delivered safely, and to a high standard.

You'll be responsible for monitoring contract performance, analysing operational and financial information, supporting strategic decision-making and identifying opportunities to improve service delivery, reduce risk and optimise value.

Key responsibilities include:

- Managing and monitoring significant waste management and recycling contracts.
- Ensuring accountability for service delivery, contractual obligations and health and safety requirements.
- Building strong and effective relationships with contractors, councils, community stakeholders and industry partners.
- Leading contract reviews, negotiations, variations and performance discussions – as well as being involved in contract renewals.
- Monitoring budgets, validating commercial claims and supporting financial forecasting.
- Analysing performance, operational and financial data to identify trends, opportunities and risks.
- Supporting governance reporting through clear, accurate and insightful performance reporting.
- Driving continuous improvement initiatives that enhance service outcomes and contract value.

While experience within the waste management sector would be advantageous, we welcome applications from experienced contract management professionals.

About you

You are an experienced contract management professional who understands how to balance strong stakeholder relationships with commercial discipline and accountability to reach mutually beneficial outcomes.

To be successful in this role, you'll bring:

- Proven experience managing commercial contracts in a complex operating environment.
- Exceptional stakeholder management and relationship-building skills.
- The confidence and credibility to hold contractors accountable and drive performance outcomes.
- Strong commercial acumen, financial literacy, and sound judgement.
- Strong analytical and problem-solving capability.
- Excellent communication and influencing skills.
- A proactive approach with a focus on continuous improvement and achieving results.

Most importantly, you'll be someone who enjoys working collaboratively, takes ownership, and is motivated by delivering positive outcomes for communities.

Why Invercargill?

Invercargill offers an enviable lifestyle and outstanding quality of life. With affordable housing, minimal commuting, excellent schools and modern community facilities, Southland provides the opportunity to enjoy a rewarding career without sacrificing lifestyle.

If you're looking for a role where you can combine commercial expertise, stakeholder leadership and strategic influence in a progressive team environment, we'd love to hear from you.

How to apply

Apply online via Decipher Group's [Opportunities](#) web page. To discover more about WasteNet, visit <https://www.wastenet.org.nz/>

For a confidential discussion about the role; contact Lisa Edwards, 021 240 4410.

Applications close: Wednesday 1 July

Please do not email us your CV and Cover Letter.
Please use the Apply.Now link on our website.



Lisa Edwards
Senior Business Partner
Decipher Group

Relationship focused
Evaluative
Interested
Driven

decipher

Our Diversity, Equity and Inclusion Statement

Decipher Group cares deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

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