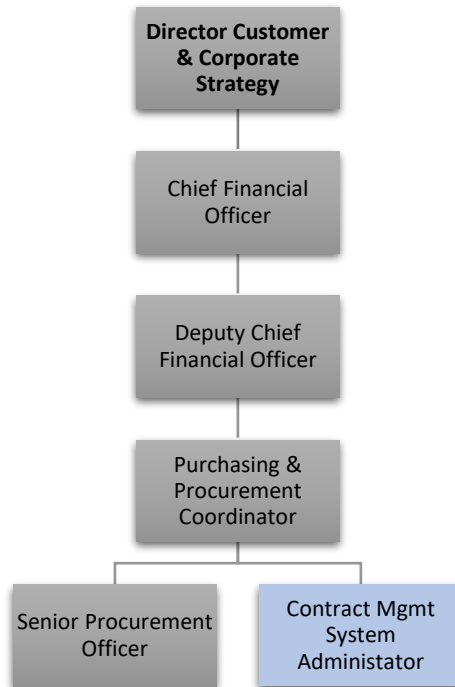


## POSITION DESCRIPTION

<b>Position Title</b>	Contracts Management System Administrator
<b>Position Number</b>	21205
<b>Division</b>	Customer and Corporate Strategy
<b>Branch</b>	Finance and Property Services
<b>Grade</b>	15
<b>Special Requirements</b>	Drivers Licence
<b>Physical and Environmental Demands</b>	
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Strong Local Leadership

### Reporting Structure



### Position Purpose

To work collaboratively within the Purchasing and Procurement team to implement Council's Contracts Management system and oversee the monitoring and review of contracts in line with Council's procurement and contract management policies and procedures.

### Key Result Areas

- **Contract Management**
- **Contract Management System**
- **Purchasing and Procurement**
- **Corporate Core Values**
- **Customer Focus**

### Key Duties & Responsibilities

#### Contract Management

- Contribute to the continuous improvement of Council's contract management governance framework and the development of best practice procedures in relation to contract management.
- Provide expert advice to contract managers within Council on the administration of both operational and capital contracts, ensuring that contract performance and milestones are monitored and actioned by contract managers.
- Contribute to the review, development and preparation of contract management guidelines, procedures and training documentation.
- Develop and maintain constructive working relationships with a range of internal stakeholders involved in contract management within Council.
- Take responsibility for the development of contract management reporting (both performance reporting and compliance reporting), identifying opportunities for improvement and taking corrective actions where required.

#### Contract Management System

- Implement Council's Contract Management System (Contracts Monitor) and perform the role of system administrator.
- Ensure all applicable contracts are captured within Councils' Contract Management System and are subsequently captured in Council's Contract Register.
- Provide training and support to contract managers in the use of Council's Contract Management System, ensuring staff are aware of the ongoing expectation to utilise the Contract Management System to document performance, milestones, variations and other contract related matters.
- Continue to develop the Contract Management System through identifying opportunities for improvement and system enhancements.
- Ensure system reporting is in place in line with Council's Contract Management guidelines and procedures.
- Other relevant duties which may be required by the Purchasing and Procurement Coordinator.

#### Purchasing and Procurement

- Assist the Purchasing and Procurement Coordinator with the continuous improvement and review of Council's Procurement policies and procedures.
- Assist with responding to inquiries associated with tenders and contracts
- Provide advice, guidance and recommendations to all levels of staff on purchases of goods and services
- Ensure compliance to Council's Purchasing and Tendering Guidelines in a devolved work environment
- Assist in facilitation the end to end tender and quotation process

#### Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus

<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a strong customer focus which is accurate, responsive, timely and courteous</li> <li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times.</li> </ul>	
<p><b>WHS Responsibility</b></p> <ul style="list-style-type: none"> <li>• Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.</li> </ul>	
<p><b>Risk Management Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>• Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable</li> <li>• Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> <li>○ understand and adhere to the principles of Risk Management within their job role;</li> <li>○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>○ provide input into various risk management activities;</li> <li>○ report all emerging risks, issues and incidents to their manager or appropriate officer; and</li> <li>○ follow Council policies and procedures.</li> </ul> </li> </ul>	
<p><b>Essential and Desirable Criteria</b></p>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and/or extensive job-related experience in contract administration and/or purchasing and procurement.</li> <li>• Previous experience with contract management systems and other purchasing / financial systems.</li> <li>• Demonstrated organisation skills and the ability to work collectively with different teams in a complex organisation.</li> <li>• Well-developed oral and written communication skills and the ability to effectively negotiate</li> <li>• Demonstrated problem solving and analytical skills</li> <li>• Proven commitment to quality customer service.</li> <li>• Demonstrated ability to apply EEO, WHS and ethical practice principals and to act with probity at all times</li> </ul>	
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the procurement processes within Local Government</li> <li>• Experience in the application of the relevant legislation applicable to contract management.</li> <li>• Experience with Authority Software and/or Vendor Panel</li> </ul>	
<p><b>Prepared By</b></p>	<p>Chief Financial Officer</p>
<p><b>Date Prepared</b></p>	<p>August 2022</p>

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**