

Gladstone Regional Council

Position Description

Position Title	Contracts Specialist		
Position No/s	11261		
Business Unit	Operations		
Group	Contracts and Procurement		
Work Location	Various		
Position Status	Permanent Full Time		
Classification Level	Level F		
Employment Conditions	Gladstone Regional Council Certified Agreement		
Award	Local Government Industry (Stream A) Award - State 2017		
Reporting Line	Manager Contracts and Procurement	Position No.	11260
Appointments Under Legislation	Not Applicable		

PART A

POSITION PURPOSE

The purpose of this position is to carefully construct and facilitate formal contracts for goods and services to support the safe, efficient, sustainable and timely delivery of council's operational program. The position will seek to manage commercial risks and ensure that contracts realise value for money, whilst complying with Council's Procurement Policy, Corporate Standard and procurement best practice.

POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES

- Draft and negotiate contracts in accordance with Council's Procurement Policy and Corporate Standard.
- Perform the functions of contract administrator and contract manager (when applicable) in accordance with the Contract Management Corporate Standard and Council delegations.
- Coordinate and oversee tender and quote processes for all purchases >\$15,000 ex GST from the receipt of the procurement request, through to the evaluation of offers, recommendation of award and execution of the contract.
- Minimise Council's liability by confirming prospective contractors' qualifications, credentials and licensing meet the requirements of the contract.
- Ensure contracts are executed in line with all specifications and that variations are dealt with expeditiously, fairly and in line with the terms and conditions of the contract, Council's Procurement Policy and Corporate Standard.
- Provide detailed, accurate analysis of contract terms and conditions and report and/or discuss concerns with the manager.
- Provide support to, and work within a team of technical and administrative professionals, providing guidance on contractual obligations.
- Develop and maintain a suite of document and procedural templates for use by Contracts Officers throughout the procurement process.
- Provide guidance to Council's contract owners in relation to contractor performance management and when required act as a point of escalation for serious, unresolved or ongoing issues.
- Engage with Legal Services as required and coordinate Council stakeholders in matters of dispute and serious contractual breaches.

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- Carry out reviews of contract activities and identify where improvements and/or efficiencies can be achieved.
- Review contract delivery performance in collaboration with the Manager Contract and Procurement to determine where improvements can be made and implemented to ensure continuous improvement occurs.
- Analyse current procedures and activities to identify and present opportunities for improvement.
- Ensure that the tendering and contracting process is robust, open and contestable and able to withstand scrutiny within the commercial, legislative and political environment.
- Support a proactive approach to risk management, by ensuring procurement risks identified are appropriately managed or escalated when required.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- Operations Business Unit.
- Leaders throughout the business.
- Senior Legal Advisor.
- Other employees.
- Suppliers.
- Government agencies.

ESSENTIAL REQUIREMENTS

1. Bachelor's Degree in Business, Economics or Law (or a related discipline) and/or demonstrated experience and success in contract administration, overseeing complex financial, commercial and administrative aspects of supply/service contracts with proven success in maintaining compliance with company policies to minimise risk.
2. Comprehensive understanding of contracting principles, legal risk areas, alternative approach techniques, and risk mitigation options with an analytical eye for detail drafting contracts, business correspondence and presentations.
3. Demonstrable experience and skills dealing with customers, building and maintaining client relationships, and resolving contractual issues in a constructive and mutually beneficial manner.
4. Proficient keyboard skills and experience using Microsoft Office Suite and operating corporate business systems including ERP.
5. Self-motivated with a strong attention to detail, business acumen and problem-solving skills.
6. Demonstrated ability to work under pressure and manage priorities to meet deadlines.
7. Legally able to drive a motor vehicle in Queensland.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Certificate IV in Procurement and Contracting, Certificate IV in Business or similar.
2. Ability to interpret and negotiate contracts and pricing agreements.
3. Experience using document management systems to register and retrieve information.
4. Previous local government experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

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SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under limited direction.
- Exercises a degree of autonomy.
- Advice is available on complex or unusual matters.

PART B

KEY PERFORMANCE STANDARDS AND EXPECTATIONS

- Develop, communicate, promote and inspire others to share ownership of and contribute to Council's vision and strategic goals.
- Role model Council's SERVICE values; maintain confidentiality and act in accordance with Council's Code of Conduct.
- Represent the business by promoting a positive image, ensuring customer-focused, efficient and safe service delivery.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Comply with and apply relevant legislation in the performance of duties ensuring directions and work undertaken is lawful.
- Maintain awareness and take responsibility for identifying and managing risks associated with performance of duties and escalate risks where required.
- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Remain abreast of statutory requirements of the *Work Health and Safety Act* and *Regulations 2011*, *Anti-Discrimination Act 1991*, *Information Privacy Act 2009* and *Right to Information Act 2009* and any other state and federal legislation delegated to Council.
- Understand and apply environmental standards, policies and procedures and take all reasonable and practicable measures to minimise harm to the environment including identification and reporting of environmental incidents.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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Performance standards and expectations relating to this position will be detailed in relevant performance and review plans.

POSITION APPROVAL

Approved by:	Manager Contracts and Procurement
Revised Date:	April 2021