

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Contract Administration Officer

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Executive	Level: 4 to 5
Reports to:	Coordinator Governance	
Supervision of:	Nil	
Significant Working Relationships:	Executive Leadership Team Managers Governance Team members External stakeholders	

### 2. Position summary

Provide contract administrative support to the Shire and assist with the development, implementation and revision of Contract Management Frameworks, registers and other relevant documentation.

### 3. Community strategic objectives



## 4. Our values

**Teamwork** - We are a united team who works together towards a common goal.

**Integrity** - We are empowered and accountable when making decisions.

**Leadership** - We are adaptable and responsive in our leadership.

**Excellence** - We are committed to an exceptional customer experience.

**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

Key functions	Specific duties
Contract Management	<ul style="list-style-type: none"><li>• Responsible for the review of contracts and leases for accuracy, compliance and alignment with the Shire's policies.</li><li>• Record all documentation relating to contracts in the Shire's records system.</li><li>• Monitor contract and lease compliance and identifying potential risks.</li><li>• Implement the Contract Management Framework and Contract Management Register including supporting processes.</li><li>• Manage contracts and leases through post-award lifecycles as the single point of contract for suppliers on all contract matters.</li><li>• Manage and record contract renewals, extensions or termination dates.</li><li>• Facilitate changes or amendments to existing contracts.</li><li>• Evaluate contract performance and identifying improvement opportunities.</li><li>• Assist in the development and delivery of education and appropriate training strategies and programs to promote a high level of awareness of contract administration compliance matters to all levels across the organisation.</li><li>• Provide input into the development of the framework, register, policies and procedures for contract management, to achieve and promote positive outcomes.</li><li>• Act as a point of contact regarding all Contract Administration related information to ensure all stakeholders are well informed and are kept up to date.</li><li>• Assist with audit compliance which includes providing information when required to satisfy audit requirements.</li></ul>

General	<ul style="list-style-type: none"> <li>• Maintain a Contract Management Register to adhere to annual audit and reporting requirements.</li> <li>• Assist the Shire's Manager Governance and Strategy and Coordinator Governance to oversee the Shire's Contract Management function and Lease Management including the development, implementation, assessment and review of a contract management framework and register to ensure contract management within the Shire meets legislative requirements.</li> <li>• Provide an advisory service to managers across the organisation in relation to contract administration.</li> <li>• Encourage and promote accountability and commitment to compliance for Contract Management practices across the Shire.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current "C" Class Drivers Licence.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's Work Health and Safety and risk management principles.</li> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul>

## 6. Extent of authority

- Position operates under the general direction of the Coordinator Governance, established guidelines, procedures and policies of Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Demonstrated high level computer literacy skills to administer the management of contracts and develop work related frameworks, registers and relevant documents.
2. Highly developed record keeping and document control skills coupled with communication and writing skills to effectively compile a framework, register and documents to a quality compliance standard.
3. Highly developed organisational and time management skills with high attention to detail.
4. Ability to manage, prioritise and adapt to a changing work environment due to technological development, changes in work procedures and organisational change while maintaining a high level of quality and in a timely manner.
5. Ability to work as a self-managed team and as an effective team member and solve problems and conflict with others.
6. Excellent word processing skills and proficient in the use of Microsoft Office applications and electronic programs.

### Desirable

1. A tertiary qualification in Administration, Business, Contract Management or equivalent with current experience in a similar role.
2. Working knowledge of compliance requirements under the *Local Government Act 1995*.