

Contracts and Program Support Officer (Temporary Part-time Maternity Relief Position)

Position Description



Centroc Member Councils

Bathurst Regional Council
Blayney Shire Council
Cabonne Council
Cowra Shire Council
Forbes Shire Council
Hilltops Council
Lachlan Shire Council
Lithgow City Council

Mid-Western Regional Council
Oberon Council
Orange City Council
Parkes Shire Council
Upper Lachlan Shire Council
Weddin Shire Council
Central Tablelands Water

Position Description

Position Title	Contracts and Program Support Officer
Section/Division	Centroc
Date Prepared:	19 August 2016
Prepared By:	Kate Barker
Reports to: (Position Title)	Executive Officer
Roles reporting directly to this position	Energy, Contracts and Training Program Manager (until January) and Executive Officer (January to September/October)

PRIMARY JOB PURPOSE

To manage the administration of the Centroc regional contract portfolio and provide program support to all Centroc programs as required and directed by the Executive Officer.

The role includes:

- Contract Administration
 - Liaison with Council staff and Contractors on a regular basis
 - Seeking information from Contractors on a quarterly basis to inform reports and rebate calculations
 - Compilation of quarterly reports to GMAC and the Board regarding the usage of all Centroc regional contracts
 - Administration of contracts ensuring all records are kept up to date
 - Chase-up of councils to seek participation in regional programming
 - Chase-up of councils to ensure reports to Council are heard in a timely manner to ensure project slippage is kept to a minimum
 - Basic accounting processes for the development of invoices.
- Support to regional procurement program when required
- Program Support to the varying Centroc programs
- Supporting regional teams as required

KEY CHALLENGES

- Undertake activities to provide demonstrated cost savings to Councils.
- Undertake activities to meet income targets identified in the Centroc budget.
- Deliver well researched reports to the Centroc Board, GMAC and other regional teams when required
- Working with minimal supervision
- Maintaining flexibility and using initiative to complete tasks
- Working to deadlines
- Remaining positive and engendering enthusiasm
- Seek funding and other opportunities for program delivery.

- Carry out other duties that are within the limits of the employees skill, competence and training as directed by the Centroc Executive Officer.
- Stakeholder engagement
- Project management

KEY ACCOUNTABILITIES	% of Total Time
Contract Administration (15 hours)	60%
Program Support (10 hours)	40%
Total	100%

JOB ENVIRONMENT

JUDGEMENT, PROBLEM SOLVING AND DECISION-MAKING

- High degree of initiative and an ability to work with limited supervision
- Ability to remain flexible to meeting needs of the organisation
- The ability to manage multiple concurrent tasks and prioritise needs
- Management of own daily work schedule to meet the varying needs of the Centroc programs
- Significant planning and coordination ability to manage multiple concurrent projects
- The ability to develop and manage budgets
- Decisions are either guided by practices, procedures and precedent or made in consultation with the Executive Officer
- Seek direction from Centroc Executive Officer as needed.

COMMUNICATION

- Required to establish rapport with a range of people, adjusting approaches to suit different people and situations including; Centroc personnel, project team members, contractors, Council staff and senior local government personnel.
- Maintain good working relationship with the Host Councils and their staff
- Prepare well-researched and presented written reports and oral presentations to GMAC when required
- Exercise independence in the management and allocation of contract-related resources
- Well developed written and oral communication skills
- Provide advice to the General Managers Advisory Committee (GMAC) and the Centroc Board regarding regional contract issues and opportunities
- Use highly developed written and oral communication skills in a range of work environments
- Contract development and management skills
- Administrative support for teams where required including report writing, agendas and minutes

TEAM WORK

- Work willingly with Centroc team members and member councils
- Work with outside government and private organisations on regional programs
- Project a positive attitude to people and support the development of a strong collaborative team environment

CUSTOMER FOCUS AND QUALITY

- Demonstrate a highly professional image and mode of operation at all times.
- Set the highest possible example in customer service and promote this through the Centroc Councils.

AUTONOMY/FREEDOM TO ACT

- Authorised to negotiate minor contract related matters on behalf of Centroc in accordance with the parameters of the business plan
- All significant negotiations are to be reported and approved by the Executive Officer.

WORK HEALTH AND SAFETY

- Ensure adherence to individual responsibilities under the Work Health and Safety Act 2011 and Regulations.

JOB REQUIREMENTS/KEY SELECTION CRITERIA

ESSENTIAL OR DESIRABLE	JOB REQUIREMENTS
Essential	Qualifications in contract management, business, office administration or other relevant area.
Essential	Superior written and oral communication including excellent negotiation skills and interpersonal skills
Essential	Proficiency in the operation of various computer packages
Essential	Experience in updating/ maintaining databases/ registers
Essential	Experience in well researched report writing
Essential	Creative and analytical problem solving skills
Essential	Experience in project management and contract management
Essential	Well-developed understanding of internet and cloud based data administration
Essential	Experience in implementing cost saving initiatives
Essential	Ability to work under pressure and to tight deadlines where there are numerous competing priorities
Essential	Ability to work in a small decentralised team with minimal supervision
Essential	General clerical skills - e.g. filing, record keeping
Essential	Current Drivers licence.
Desirable	Demonstrated knowledge of Local Government protocols and procedures including contract management and procurement
Desirable	Rudimentary understanding of Tenderlink
Desirable	Rudimentary understanding of Apet 360Pro