

Role Description

Senior Contracts Administrator



Title	Senior Contracts Administrator
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Water and Sewer / Network Operations and Maintenance / Systems Operations
Reports to	Operational Projects and Contracts Manager

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In assisting to drive the overarching vision and purpose, the role of the Senior Contracts Administrator is to maintain a high standard of contract administration for operational projects and contracts.

The position of Senior Contracts Administrator is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Preparation and review of contract documents & provision of advice on all Contractual matters;
- Management of tender processes;



- Coordinate and communicate the contract renewal / development program to all stakeholders;
- Manage contract progress payments, variations assessment and management;
- Manage contractor deliverables being receipted as per contractual commitments. Delivered to appropriate stakeholders or Council systems;
- Communicating with vendors regarding delivery schedules, delays in work, and other issues that may arise during the course of a contract;
- Procurement of professional services in accordance with Council procedures, review and recommend payments to vendors and contractors prior to issuing them to the Contract Manager for approval;
- Responsible for the preparation and submission of project reports and a final completion report as required;
- Review and recommend all change orders and any cost commitments on the project prior to issuing them for approval;
- Where required, ensure the deployment of a rigorous risk management system, Risk Register and liaise with stakeholders to identify mitigation measures;
- Support Contract Manager in maintaining overall program deliverables;
- Provide quality control of tender and contract management processes. Identify and implement continuous improvement in these areas;
- Supervise and/or provide support and mentoring to staff undertaking tender and contract administration functions as required;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Senior Contracts Administrator is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;



- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Senior Contracts Administrator influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Senior Contracts Administrator complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials.
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;



- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualification in Business Administration, Project Management, Contracts or related field or demonstrated solid contemporary experience in a similar role combined with ongoing professional development.



Desirable

- Post Graduate qualification in Contract Management or similar.

EXPERIENCE

- Extensive experience in contract administration within a medium to large organisation;
- Preferred experience in the utilities sector or similar;
- Proven experience working with staff at all levels;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

Internal	External
Unit Managers	Community
Section Managers	Vendors
Council employees	

