

## Position Description

<b>Position Title:</b>	Contracts Officer
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Assets & Projects
<b>Salary Point:</b>	11
<b>Position Reports To:</b>	Program & Project Services Manager
<b>Staff Management:</b>	Nil Direct Reports
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	November 2019

### Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- Coordinate, maintain and manage contract administration and program support for the Program and Project Services team.
- Provide accurate, timely and confidential support to the team, including aiding in the delivery of contract administration for projects.
- Provide assistance to Program and Project Managers, Project Planners and Civil Project Officers in the procurement of goods and services. This includes the preparation of tender documentation, specifications and arranging for estimates and quotes.
- Monitor the contracts variation register, project documentation, and review procurement practices to ensure adherence to CN policies and procedures.
- Liaise with Legal Services Contracts Management team to seek probity advice and guidance for the effective delivery of contracts.
- Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
- In liaison with Program Managers, monitor and reconcile program expenses and invoices.
- Work closely with Support Officer staff across the Program and Project Services team to ensure the delivery of end to end document management including identification and implementation of business improvement.
- Contribute within a team environment that encourages safety, innovation and continuous improvement.
- Establish and maintain productive working relationships with relevant stakeholders.
- Carry out work in a manner that meets the expectations of CN's CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Certificate 3 in Business Administration (or equivalent qualification), and / or extensive contract administration experience in an Engineering or Project Management environment.
2. Advanced computer skills using Microsoft Office suite.
3. Experience in preparing and administering contract documentation.
4. Experience assisting with reporting documentation for end of month and quarterly budget reporting.
5. Demonstrated ability to prioritise multiple tasks and meet deadlines on a daily basis, as well as a willingness to prioritise immediately urgent tasks and apply a high level of contingency skills.
6. Knowledge of finance recording and invoicing procedures.
7. Developed interpersonal, negotiation and problem-solving skills.
8. Demonstrated ability to work as a member of a team, and to contribute to team effectiveness and development.
9. C Class Driver's Licence.

### Desirable

1. Experience and knowledge of local government policies, procedures, operations and systems.
2. Experience and knowledge of project delivery phases, from inception to completion.
3. Experience in the administration of AS4000 contracts.
4. Working knowledge of tendering regulations of *Local Government Act* (1993).