

## Position Description

<b>Position Title:</b>	<b>Contracts Officer</b>
<b>Directorate:</b>	Governance
<b>Reports to:</b>	P30030, Contracts Coordinator
<b>Direct reports:</b>	NA
<b>Salary Point:</b>	SP15
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue, Newcastle CBD
<b>Date revised:</b>	February 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisations values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Legal?

The Legal Service Unit is a multidisciplinary unit that leads and guides City of Newcastle in its core legal, governance and risk functions.

The Legal team supports staff and elected officials towards good governance, legislative compliance and risk management that supports the making of ethical, timely, risk informed and evidenced based decisions.

### What's the focus of this position?

The Contracts Officer will provide advice and assistance to employees in tendering, procurement and managing contracts. The focus being the provision of advice to ensure the organisation meets its legislative obligations for procurement and tendering, as well as, managing the organisation's commercial risk exposure.

A key challenge of this position will be driving improvements in the probity and governance of the organisation's procurement. The aim being to deliver higher legislative compliance, better value from procurement decision-making and improved performance from contract reporting and systems.

**What you'll be doing:**

- Drafting and reviewing of contract specifications, service agreements and commercial terms and conditions for contracts.
- Developing and implementing procedures for the administration of contracts that drives improvement and efficiencies.
- Provide timely and accurate advice, guidance and assistance on all aspects of contract management - including tendering, procurement and contractual matters and any obligations arising from organisational standards and legislative compliance and contract disputes and contractor performance.
- Identify, develop and maintain Preferred Supplier Agreements in accordance with compliance requirements and monitor and analyse performance including addressing non-performance through research and analysis.
- Document contracts processes, decisions and contractual arrangements for compliance with documentation control and auditing and maintain the integrity of information and processes.
- Apply risk management techniques to effectively manage and minimise procurement and contractual risk.

**The essentials you'll need:**

- Tertiary qualifications in business, legal, engineering, procurement or other related field and/or equivalent training or experience.
- Demonstrated knowledge and experience in the drafting of contract specifications, consultant briefs or service level agreements.
- Demonstrated knowledge of contract law and its application to specific contracts and agreements.
- Experience of tendering, procurement or contracts management with sound understanding of contracting and the tendering processes and evaluation.
- Excellent interpersonal, written and verbal communication skills with a customer service focus and the ability to liaise and negotiate effectively with a diverse range of stakeholders and build strong and positive working relationships.
- High-level computer literacy skills in the use of Microsoft applications including Word and Excel.
- Demonstrated experience in research and analysis and identifying trends to support the development of project documentation, informed decision-making and planning.

- Well-developed organisational skills including the ability to multi-task, meet deadlines and prioritise workload.
- Ability to work effectively in a dynamic team both independently and as part of a team, displaying initiative, flexibility and problem-solving skills.

**Other valuable skills you may have:**

- Knowledge of WHS, insurance and risk requirements relating to contracts.
- Comprehensive knowledge of the NSW Local Government Act & Regulation in relation to tendering requirements. As well as, other legislation relevant to contracts (eg. NSW Security of Payments Act).

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	



cooperation



respect



xcellence



ellbeing