**Position Description**

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| **Position title:** | **Contracts Specialist - Construction** |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle |
| **Directorate:** | **Corporate Services** |
| **Reports to:** | Contracts Coordinator |
| **Direct reports:** | NA |
| **Salary Point:** | SP16 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | 14 April 2023 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Finance Property and Performance Service Unit is part of the Corporate Services Directorate and this role reports to the Contracts Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive 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 its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What is the focus of this position?**

The Contracts Specialist (Construction) will partner with stakeholders to provide specialised advice and assistance in tendering, procurement and managing high value contracts. The aim is to ensure staff meet their legislative obligations for procurement and tendering, as well as, managing the commercial risk exposure for (primarily) engineering and construction related contracts.

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

**What you will be doing:**

* Provide specialist advice into the drafting of high value contract specifications and service agreements as well as commercial terms and conditions for contracts. Assist staff in drafting Letters of Agreement and contract variations.
* Provide timely and accurate advice and guidance to stakeholders (of all levels in the organisation) on all aspects of best practice contract management - including tendering, procurement, and contractual matters (eg. contract variations, performance management, etc.).
* Use critical analysis to identify, drive and recommend cost effective solutions on preferred supplier agreements for engineering and construction related products and services.
* Lead management and employees in the resolution of complex issues and commercial disputes and ensure adherence to all contract processes, policies and procedures.
* Overseeing the tender processes, providing probity advice and guidance to staff on tenders. Assisting staff in tender assessment and awarding contracts.
* Consider and apply risk management techniques to effectively manage and minimise procurement and contractual risk.
* Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Degree qualifications in architecture, engineering, law, procurement, or other related field and/or equivalent training or experience.
* 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, influence and negotiate effectively with a diverse range of stakeholders and build strong and positive working relationships.
* 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.
* High-level computer literacy skills in the use of Microsoft applications (inc. Word and Excel), experience in using Technology One ERP software, or experience with Portt contract management software.

**Other valuable skills you may have:**

* Demonstrated experience in contract management of engineering and construction contracts.
* Experience in dealing with payment claim matters under the Building & Construction Industry Security of Payments Act.
* Demonstrated experience in contract governance including managing contract risks and mitigations.
* Comprehensive knowledge of the NSW Local Government Act & Regulation in relation to tendering requirements.
* Demonstrated experience in analysing procurement spend and KPI/SLA reporting.
* Experience with using buy.nsw or TenderLink or VendorPanel.

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |