



Senior Contracts Business Partner

POSITION PROFILE

Division	Corporate Support	Status	Full time
Unit	Corporate Governance	Salary Grade	Grade 12/13
Reports to	Procurement & Contracts Manager	Reviewed	February 2024

STRATEGIC INTENT

To improve contract management to maximise contractor performance and contract compliance.

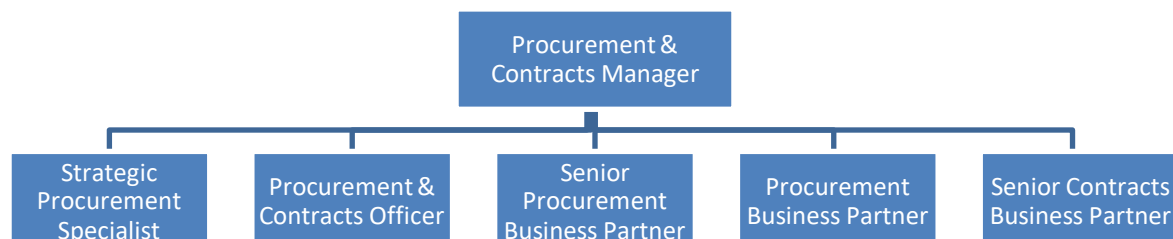
POSITION PURPOSE

The purpose of the position is to be the primary contract management business partner who works closely with the rest of the Procurement & Contracts Team and other internal stakeholders across Council as well as contractors and other external stakeholders to ensure contractor performance and contract compliance by:

- developing and implementing Council's contracts management framework
- extracting meaningful contracts data insights to maximise contract value for money and ensure good governance
- monitoring and managing supplier performance and contract compliance enforcement
- partnering with internal stakeholders to support their use of Council's contract management framework
- providing sound contract management advice, and
- managing the lifecycle of enterprise contracts from award to renewal to completion.

STRUCTURE

This position sits within the Corporate Governance Division in Council's Corporate Support Directorate, reports to the Procurement & Contracts Manager and is part of a team of five procurement and contracts professionals.



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Contract Management Framework	
<ul style="list-style-type: none"> Develop, implement and maintain a contract management framework that supports contractor performance and contract compliance 	<ul style="list-style-type: none"> Appropriate contract management framework is implemented and utilised across the organisation and demonstrates the efficient achievement of desired contractor performance and contract compliance.
<ul style="list-style-type: none"> In partnership with internal stakeholders, facilitate the creation, negotiation, execution and registration of all contracts for goods and services to achieve best value for Council. 	<ul style="list-style-type: none"> Appropriate, legally and commercially sound and executed contracts exist for all goods and services procured by Council.
<ul style="list-style-type: none"> Manage the application, confirmation and approval of appropriate contractor compliance documentation to protect Council's commercial position. 	<ul style="list-style-type: none"> Contractor compliances, including but not limited to liabilities, indemnities, insurances and warranties, are current and maintained in appropriate systems.
<ul style="list-style-type: none"> Develop staff capability to ensure legally and commercially sound and executed contracts exist for all goods and services procured by Council. 	<ul style="list-style-type: none"> Appropriate, legally and commercially sound and executed contracts exist for all goods and services procured by Council. Sound contract management advice is provided to internal stakeholders that also supports the development of contract management capability.
<ul style="list-style-type: none"> Through appropriate systems, regularly review and test all existing supplier / contractor relationships. 	<ul style="list-style-type: none"> Contractors and preferred suppliers are provided equitable access to Council opportunities.
<ul style="list-style-type: none"> Analyse and report on the performance of all suppliers and contractors and the delivery of contractual obligations. 	<ul style="list-style-type: none"> Contractor performance is reviewed and reported regularly through appropriate systems and associated data analytics and contractors are held accountable for delivery of goods and services to the required standard and the agreed price and otherwise generally in accordance with contractual requirements.
<ul style="list-style-type: none"> Maintain Council's Contract Register in accordance with GIPA legislation. 	<ul style="list-style-type: none"> Accurate and current records are maintained of all Council contracts in appropriate systems.
Enterprise Contract Management	
<ul style="list-style-type: none"> Develop, implement and maintain an overarching Vendor Relationship Framework for all enterprise contracts. 	<ul style="list-style-type: none"> Appropriate overarching Vendor Relationship Framework is implemented and utilised across the organisation and demonstrates the achievement of desired contractor performance and contract compliance.
<ul style="list-style-type: none"> Ensure a specific Vendor Relationship Framework exists for all enterprise contracts and, in collaboration with the relevant Service Manager, ensure this framework operates effectively for these contracts. 	<ul style="list-style-type: none"> Vendor Relationship Framework exists and is maintained for all enterprise contracts for good and services delivered for and/or on behalf of Council. Management plans exist for all enterprise contracts that include contract KPIs

OUTCOME TO BE DELIVERED		PERFORMANCE STANDARD	
		performance monitoring mechanisms, supplier relationship development and benefits and outcomes tracking and reporting.	
<ul style="list-style-type: none">Plan and lead negotiations in the establishment and review of enterprise contracts to deliver value for money outcomes.		<ul style="list-style-type: none">Enterprise contracts are established and managed, in accordance with the contract management framework, to deliver value for money outcomes.Stakeholder relationships are established and maintained to identify and minimise risks and issues and maximise contract value.	
Contract Risk Management			
<p>This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.</p>		<ul style="list-style-type: none">In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate relevant external agencies may be notified.	
<ul style="list-style-type: none">Ensure consideration of contract risk management practices including compliance with:<ul style="list-style-type: none">NSW Local Government Act 1993Local Government (General) Regulation 2021Office of Local Government Tendering Guidelines for NSW Local GovernmentSutherland Shire Council Procurement Policy and Guidelines		<ul style="list-style-type: none">Contract risk management practices are followed.	

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates, Licences, Experience, or skills	Essential	<ul style="list-style-type: none"> Tertiary qualification in contract law, supply chain management, other related discipline, and / or relevant experience at a senior level in contract management. Demonstrated experience in developing or implementing contract management frameworks with key stakeholders. Demonstrated analytical, planning, and organisational skills and experience. Demonstrated negotiation and relationship management skills and experience.
	Desirable	<ul style="list-style-type: none"> Procurement / Supply Chain qualification from a recognised professional organisation (e.g. CIPS, LGP). Experience in Local, State or Federal Government Knowledge & understanding of government regulations in procurement and contract management. Demonstrated experience in supplier relationship management Demonstrated experience in utilising Technology One software or equivalent.

		<ul style="list-style-type: none"> • Demonstrated experience in utilising contract management software.
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CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve and prioritise self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: Excellent oral and written communication skills including demonstrated experience in chairing meetings and providing stake holder status briefings. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues ▪ Performance standards: Assumes responsibility and accountability for high level standards and for successfully completing assigned tasks
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Authority to operate within the Delegations attached to the position

Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Procurement Policy and Guidelines to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Not applicable for this position