



POSITION DESCRIPTION

# CONTRACTS SPECIALIST



**Gladstone Ports  
Corporation**

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Growth, prosperity, community.

## POSITION DESCRIPTION

### Contract Specialist

<b>Position Number</b>	<b>2213, TBA</b>
<b>Position Status</b>	<b>Permanent Full Time</b>
<b>Position Supervisor</b>	<b>Supply Superintendent</b>
<b>Department</b>	<b>Commercial</b>
<b>Job Level of Work</b>	<b>II</b>

### Job Context

Contract establishment, negotiation, management and administration role for GPC contracts to assist contract owners and delegates to deliver project/contract outcomes.

### Job Purpose Statement

The position is accountable and responsible for negotiating, implementing, administering and management of Contracts for services, projects and capital purchases and providing the assistance and guidance to designated contract owners in meeting their contract management responsibility. Ensure that GPC risk profile remains uncompromised including the mitigation and management of commercial and contract risks. Role will also assist the Contracts Specialist Lead and Supply Superintendent in procurement and contract management to deliver and maintain best value outcomes from contract and supply activities.

### Job Accountabilities

- Deliver outputs required by the Supply team on time and to specifications:
  - Developing procurement strategies, contracts, tenders, scoping, negotiations, evaluations, preparing tenders, expressions of interest, contract departures and implementing supply contract /legally binding instruments for Chief Financial Officer (CFO)/Power of Attorney's (POA) approval.
  - Commercial lead and representative in project teams formed for procurements.
  - Manage and administer supply contracts, monitor suppliers' performance, lead contract owners in dispute resolutions and coordinate contract variations as they arise
  - Provide direction and guidance to whole of business to ensure the purchase of materials and services is in accordance with GPC Policy.
  - Provide guidance to procurement officers to assist in delivery of low value / low risk procurements and direction on matters such as legal, legislative requirements, probity, supply chain managements and procurement procedures.
  - Provide guidance to contracts advisors to assist in the development of contracts and direction on matters such as legal positions, negotiation plans, probity and procurement framework
- Providing strategic contract management and commercial advice.
- Collaborating with internal and external teams and resources on a range of matters, such as contractor management, variations and contractual disputes.
- Establishing and maintaining effective relationships with stakeholders to manage risks resolve issues and ensure successful project delivery.
- Long-term contract management by the development and maintenance of customer relationships.

- Ensure contract and procurement activities are conducted within GPC and Government Policy – specifically Queensland Procurement Policy (QPP)
  - Demonstrate the highest ethical standards of probity and integrity
  - Compliance with Queensland Procurement Policy Principles.
  - Guide contract owners in contract management and administration requirements.
  - Identify cost saving measures and achieving value for money outcomes.
- Negotiating and resolving commercial issues with stakeholders as they arise and prepare detailed analysis and advice on commercial matters for decision-making.
- Ensure the GPC risk profile is uncompromised and ensure mitigation and management of commercial and contract risks.
- Partnering with GPC personnel in order to establish core relationships and information sharing that will enable best practice contracts development and administration strategies within GPC
- Comply with all the Health, Safety and Environment management system requirements
- Comply with GPC's policies, standards and procedures in the workplace
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:
 

**Growth, Prosperity, Community**  
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Manage and continual improvements to GPC standards terms and conditions within contract templates and purchase order terms

## Decision Making Authority & Impact

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role
- Agree clearly defined scopes of work for tender process and prepare appropriate evaluation criteria and weightings for evaluation panel members.
- Ability to negotiate suitable departures to GPC standard terms and conditions for final approval by CFO including exercising a degree of autonomy to negotiate the most appropriate commercial position for GPC.
- Manage contract milestones and ensure compliance and delivery in accordance with defined scopes, and negotiated terms and conditions
- Compliance with legal and legislative requirements in all contract, project and procurement activities and maintaining GPC rights / mitigating commercial risks to GPC's benefit

## Job Challenges & Impacts

- Ensure appropriate delivery, management and administration of supply contracts in compliance with GPC policies and specific adherence with Queensland Procurement Policy principles.
- Commercial risk management and mitigation
- Ensure demonstration of value for money procurement.
- Ensure delivery of operational fit for purpose outcomes whilst maintaining highest level of probity and integrity.
- Provide an efficient and effective service to GPC departments.
- Maintain and enhance relationships throughout GPC and with external clients.

- Operate effectively in an environment where there are conflicting demands on resources.

This role mitigates the business against commercial loss in relation to contracts and non-compliance with GPC procedures and guidelines.

## Key Relationships

### Internal

- Interaction with Supply Superintendent and Contracts Specialist Lead and business stakeholders
  - Negotiate and manage contract in accordance with terms and deliverables as approved by GPC.
  - Continual improvement in standard terms and conditions to ensure efficient contract management processes occur
  - Continual improvement and development of contract management framework as aligned to Qld Procurement Policy and GPC policy/risk appetite.
- Communication with GPC staff
  - Ensuring whole of business alignment and compliance with Procure to Pay Framework, Contract Management Framework, Contractor Management Framework and Qld Procurement Policy principles
  - Maintaining probity and integrity for all procurements and contract delivery outcomes
  - Clarifying and managing defined purchasing requirements
  - Discuss the purchasing process, quotations, new products, suppliers or future needs and align contract management processes to meet these expectations
  - Handover and liaison with Contract owners upon development of contracts and managing these contracted arrangements between contract owner and the contractor
  - Managing and administering contracts including issuing and receiving notices, dispute resolution, variations, parent company guarantees, bank guarantees, and appropriate communications between GPC and contractors

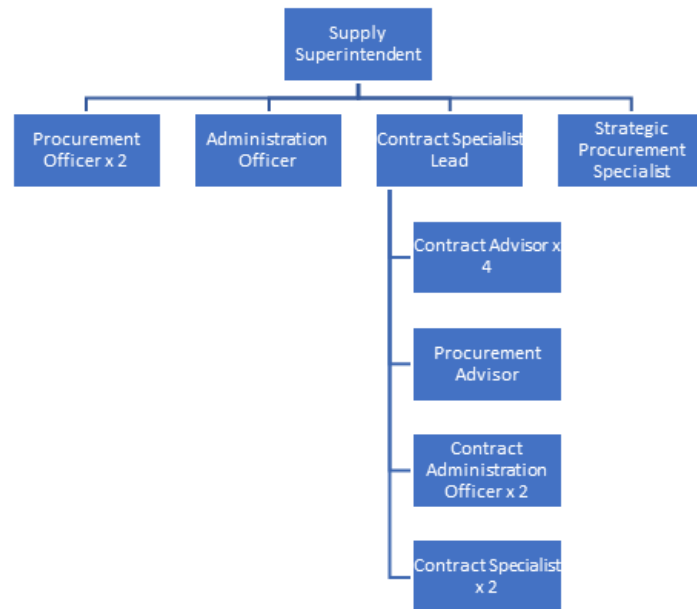
### External

- Issuing contract documents and responding to queries/disputes
- Variations and monitoring of milestones, deliverables and contract compliance
- Maintain good communication with suppliers on all aspects of the contracts
- Monitor and advise on supplier performance
- Interaction with appropriate personnel within supplier organisations

## Level of Supervision

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

## Organisation Chart



## Formal Qualifications

It would be desirable for the incumbent to hold:

- Qualifications in purchasing, supply or business (degree in business, management, or diploma with exceptional legal experience required);
- Minimum Level 3 certification under the Queensland Purchasing Certification Program or equivalent (Level 4 desirable)
- Experience in project/construction including post award commercial support (site instructions, variations assessment, coordination and management, claims assessment) and project close out;
- Experience in contract law, business law or financial management including contract dispute management, negotiation and resolution.
- Mandatory C class drivers licence;
- Maritime Security Identification Card (MSIC) or ability to obtain.



## Selection Criteria

Candidates to provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Supply Chain Management	<ul style="list-style-type: none"> <li>Comprehensive and detailed knowledge and demonstrated understanding of the interrelated businesses processes involved in the provision of products and services to GPC internal customers;</li> <li>Evaluates and improves activities across the supply chain (i.e. Procurement, logistics etc.) to ensure efficient and effective delivery of products and services;</li> <li>Knowledge of products, services and materials related to end user needs for delivery of operations and projects.</li> <li>Effective at developing bid and tender documents, managing bid and tender processes including evaluation.</li> </ul>
2. Contract management	<ul style="list-style-type: none"> <li>Manages and administers contracts made with customers or vendors.</li> <li>Negotiates outcomes with references to contract terms and conditions and ensures compliance with the terms and conditions.</li> <li>Effective at developing quality management practices, dispute management and assisting contract owner/supervisor in delivering the required outcomes.</li> <li>Identify commercial and contractual risks to ensure mitigation plans are in place and managed in terms and conditions - Manage and mitigate commercial risks for GPC.</li> </ul>
3. Supply related legal knowledge	<ul style="list-style-type: none"> <li>Understanding the importance of adhering to legal requirements for the GPC.</li> <li>Understanding relevant legislation with specific focus on Queensland Procurement Policy / Principles.</li> <li>Liaises directly with contractors.</li> <li>Understands confidentiality agreements and maintains confidentiality.</li> <li>Managing contracts including clear understanding of terms and conditions within the contract and ensuring compliance.</li> <li>Improvements recommended to GPC standard contracts suite</li> </ul>
4. Attributes	<ul style="list-style-type: none"> <li>Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC;</li> <li>Safety Leader;</li> <li>Values driven and respectful;</li> <li>Well-developed judgment and decision-making capability;</li> <li>Customer and people centric;</li> <li>Strong leadership and coaching capability;</li> <li>Desire for continued personal and professional growth of self and supporting others.</li> </ul>

5. Modelling GPC Values

- Willingness to understand, demonstrate and encourage the values and behaviours of GPC.