

Position Description

Administrative Officer - Contracts



Position Title	Administrative Officer - Contracts	Role ID	IDAOF1
Division	Engineering	Unit	Infrastructure Delivery
Job Grade	4	Award	35
Reports To	Senior Administrative Officer - Contracts		
Revised/Created	April 2022 – Revised		

Primary Objective

- Administration and maintenance of Council's Contract Management Database and Internet Tender Site.
- To provide administrative support to the Engineering Contracts Section.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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Organisational Environment



ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Infrastructure Delivery Unit

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. To achieve this, the Unit provides survey, design, construction expertise and resources plus contract document preparation, supervision, administration and procurement advice to the organisation. The Unit includes Council's Project Management Office which champions best practice project management across the organisation.

The Unit also provides mobile plant, store and depot services to the organisation and manages Council's remaining operational and non-operational quarries.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

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The Position

The position reports to the Senior Administration Officer and provides administrative assistance to the Contracts Section and staff of the Engineering Division. The position requires a good working knowledge of the work of all sections of Council and the Engineering Division.

The position assists in a wide range of clerical and administrative functions that ensure the Division's operational deadlines are met.

The position has a high level of contact with Council suppliers and provides information in accordance with Council policy. Good communication skills are essential in order to pass on concise information on relevant contractual matters.

The position is responsible for the maintenance of Council's Contract Register, Contract Manager Database functions and tendering Internet site maintenance.

The position is responsible for checking and verifying Contract Plant & Equipment and Traffic Control claims, according to contracted schedule of rates and requires a high degree of accuracy and attention to detail.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Administration	<ul style="list-style-type: none">• Prepare supply and service tender/quotation documentation.• Prepare contract documentation and correspondence.• Prepare routine general correspondence.• Check and verify routine contract payment claims including creditors/contractors payment claims.• Process purchase orders.• Provide contract administrative support and Divisional administration support as directed.• Administer and maintain Council's Contract Register.
2. Customer Service	<ul style="list-style-type: none">• Liaise with, and advise external customers regarding status of contract submissions.• Respond to queries from the general public and other Council staff in accordance with Council policy and procedures in relation to general Engineering and contract matters.
3. Database and Internet maintenance	<ul style="list-style-type: none">• Input data into Council's Contracts Management database and administer and maintain the system for use by other users within Council.• Maintain Council's tendering Internet site including uploading of new tender documents and drawings.
4. Tender Process and Records Management	<ul style="list-style-type: none">• Answer enquiries relating to Council's advertised tenders as the nominated first point of contact for the Contracts Section.• Participate in Council's tender opening process.• Record all tender details at tender opening.• Prepare tender box receipts.• Register all tender box receipt details in Council's electronic communications management system.• Maintain archive of Tender Contract Documents.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

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Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- All Council Units and staff

External Relationships

- Contract suppliers and service providers
- Government authorities
- Community organisations and groups
- General public

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

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Delegations and Authorities



Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Minimum Certificate III in Business / Administration studies or relevant discipline along with demonstrated knowledge and experience in an administrative support role.
2. Demonstrated knowledge of the role of Contract Administration and Management within an organisation.
3. Demonstrated knowledge in the use of a Contract Management database and Contracts Register.
4. Demonstrated knowledge of the requirements in the preparation of contract documentation and the tender process
5. Demonstrated competence in general office administration, Microsoft Word, Excel and the use of purchasing software including raising purchase orders within allocated timeframes.
6. Demonstrated well developed written and communication skills and demonstrated capacity to work within a team environment

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
Results	

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Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A