

Position Title:	Contracts Administration Officer
Position Number:	35042
Team:	Administration
Division:	Infrastructure Services
Reporting To:	Team Leader - Administration
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	3

THE ROLE

The Contracts Administration Officer, reporting to the Team Leader - Administration, will work collaboratively across the Infrastructure Services Division to provide efficient contract administration support.

KEY OUTCOMES

- Contribute to consistent and effective contract administration
- Contract, procurement and administrative tasks and support functions are delivered professionally, efficiently, and courteously within agreed timeframes
- Trusted and credible working relationships are developed and maintained within the Infrastructure Services Department (including Project Management, Facilities, Asset Maintenance, and Asset Engineering) and with other Council departments to support delivery of required outcomes
- Communications with internal and external stakeholders are conducted with professionalism, integrity, and respect at all times

KEY ACCOUNTABILITIES

- Provide administrative and contract support to the Infrastructure Services Division, including but not limited to:
 - Stakeholder engagement support
 - Capital reporting on time, scope, cost etc.
 - Assist with grants claims and acquittals processes.
 - Contract administration and record keeping
 - Supporting procurement processes
 - Assist with the collation of As Constructed information for capitalisation.
 - Assist with developing and standardising internal processes/procedures.
 - Managing 'Request for Quotes' and 'Request for Tenders' process including issue and response
- Responsible for the collation, preparation and finalisation of documentation associated with project and contract completion.
- Provide assistance with the updating and maintenance of infrastructure asset information and associated records as required.

- Provide input into the development and review of procedures, policies and other documentation relevant to Infrastructure Services.
- Assist with the development and maintenance of Standard Operating Procedures, including content, format and retention.
- Ensure all business transactions and communications conducted on behalf of Council are appropriately recorded in Council's corporate information management system in accordance with Council's record-keeping guidelines.
- Ensure purchasing of goods and services is undertaken in accordance with Council's policies and the requirements of Council's financial software packages.
- Establish and maintain effective communication with employees, contractors, suppliers, other Council departments and relevant external stakeholders.
- Deal with members of the public courteously and ensure enquiries and complaints are appropriately referred or actioned.
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Comply with Council's Work Health and Safety requirements, policies and procedures.
- Assist in the training and support of employees in relevant contract, procurement and administrative processes as required.
- Undertake skills training and personal development for the continuous improvement of overall performance.
- Carry out other duties, projects or tasks as directed which generally fall within the scope of the position and are appropriate to the classification, skills, competence and training of the incumbent.

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Builds effective working relationships and teamwork
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Completion of Year 12 or equivalent knowledge gained through work experience
- Demonstrated administration experience working in a medium to large sized organisation
- Very high proficiency in Excel / Word / Outlook / PowerPoint / Project / Adobe Acrobat
- Demonstrated experience in financial data entry and use of business systems (e.g. procurement, accounting, cost management)
- Self-motivated and well-developed planning and organisational skills with the ability to work independently, work on multiple tasks, determine priorities and meet deadlines
- A strong commitment to provide excellent customer service both internally and externally

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- Ability to deal with confidential tasks
 - Ability to demonstrate behavioural competences
 - Current C Class Driver's licence

Desirable:

- Previous experience in Local Government
- Project Management knowledge
- Prior experience in Contracts/Tenders