

Senior Contracts Officer – Waste and Resource Recovery

Position Description

Directorate	Project Delivery and Waste	Department	Waste and Resource Recovery
Reports To	Coordinator Waste and Resource Recovery	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 6

Position Purpose

This is a senior position in the team responsible for the implementation of best practice procurement activities across Waste and Resource Recovery . This role provides front end procurement delivery for a range of Waste and Resource Recovery contracts, in order to deliver value for money, best practice and meet the needs of the broader City of Moreton Bay (Council) residents, ratepayers and stakeholders.

Key Responsibilities and Outcomes

As a Senior Contracts Officer and a member of the Waste and Resource Recovery team you will:

- Lead end to end procurement and contract management activities as defined in Council's procurement framework and lifecycle processes and practices specific to the Waste and Resource Recovery Department. This includes procurement, contract creation, execution and mobilisation for operational readiness whilst ensuring compliance with relevant legislation and Council's procurement framework.
- Prepare high quality reports, briefing notes, submissions and other waste management documentation for the department and as required to support relevant decision makers.
- Undertake market analysis, business cases, procurement strategy plans and other procurement and contract establishment activities to a very high standard.
- Identify and address internal contract specification issues, in order to effectively manage Council's financial and operational risk.
- Oversee assigned contract management and administration projects, including accurate record keeping, contractor engagement, auditing and processing of contract payments.
- Build and maintain high level relationships with a range of internal and external stakeholders and work in a collaborative team environment to ensure efficient and accurate procurement outcomes are achieved.
- Support and contribute to the strategic objectives of the Waste Services Department, ensuring the delivery of efficient, sustainable, and community-focused waste services for Council's residents, ratepayers, and stakeholders.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Sound knowledge and demonstrated experience in waste and recycling contracts development and administration with a high level of understanding of contract law and establishment principles. Sound understanding of asset management principles and practices.
- Proficiency in interpreting and applying relevant legislation, regulatory frameworks, industry codes and national standards, and best practices to ensure compliance and effectiveness in waste service contract management.
- Demonstrated experience in procurement analytics, including value creation and opportunity analysis.
- Strong analytical capabilities, with a demonstrated ability to evaluate and balance price, quality, and supplier relationships to determine effective procurement strategies and deliver optimal value for money.
- Highly developed interpersonal and stakeholder engagement skills, with a strong focus on the provision of quality customer service.
- Highly developed communication capabilities across all channels including advanced written communication skills, complemented by strong presentation and verbal capabilities across a range of stakeholders.
- Comprehensive knowledge of contract management principles, with demonstrated experience in overseeing contract performance and compliance.
- Demonstrated experience in end to end procurement processes, including tendering and lifecycle contract management processes.

Qualifications

- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.