

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Contracts Coordinator	3200
CLASSIFICATION	ANZSCO CODE
Band 8	133211
DEPARTMENT	DIVISION
Business Services / Strategic Procurement Unit	Corporate Services
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Gordon Building

Position Objectives

The Contracts Coordinator is responsible for leading and continuously improving Council's Contract Management Framework and associated practices across the organisation.

The role provides specialist advice and support on contract development, administration, performance, risk management, variations, extensions and dispute resolution throughout the contract lifecycle.

The position works collaboratively with the Strategic Procurement Unit and business units across Council to ensure contractual arrangements deliver value for money, legislative compliance, effective risk management and positive service outcomes for the community.

The Contracts Coordinator is also responsible for monitoring organisational contract performance, developing contract management capability and driving continuous improvement in contract management systems, processes and reporting.

Key Responsibility Areas

- Develop contract documentation and support the effective management of contracts.
- Provide specialist contract advice to stakeholders across the organisation in conjunction with the Strategic Procurement Unit.
- Actively monitor, evaluate and report on contract performance against various metrics and devise appropriate strategies to enhance outcomes, in conjunction with contract superintendent and administrators.
- Leverages expertise to advise on solutions to complex procurement and contract issues.
- Consult across all levels of the organisation, industry and the community, and maintain positive and effective stakeholder relationships.
- Report status, risks and financials on assigned contracts, and establish a reporting framework for key contract metrics.
- In consultation with Executive Manager Business Services, engage and instruct external specialist legal advisors on contracts and procurement matters.
- Other duties as delegated by the Executive Manager Business Services and Director Corporate Service within the skills & competency of the employee.

Contract Management

- Plan, develop and manage contracts, including governance, risk, performance and financial management.
- Develop high risk contracts and procurement documentation, including contract management plans.

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- Complies with and advises relevant procurement and contract management policies and procedures to ensure efficiency and compliance outcomes.
- Monitors, evaluates, and reports on risk and contract performance against KPIs and requirements, and implements strategies to ensure efficiency and compliance outcomes.
- Explores innovative contract management solutions to solve complex contractual issues.
- Ensure all contracted works and services are completed in accordance with Council's adopted Procurement Policy and executed contracts.
- Manage, analyse and report on contract expenditure to monitor organisational contract commitments.
- Advise and train stakeholders across the organisation on the use of the procurement and contract management system in conjunction with Strategic Procurement Unit to maintain accurate contract records and ensure compliance with the Procurement Policy and Procedures.
- Provide specialist advice and training relating to contract management and administration including price revisions, contract extensions and performance management
- Establish categories of vendors which defines how regular the vendor performance is assessed (platinum vendor – quarterly business review, monthly meetings, etc)
- Develop a monitoring and reporting framework to ensure compliance of Procurement and Contract Management practices.
- Undertake analysis of Council procurement and contract management system.
- Interpret contract requirements, terms and conditions and ensure that all parties understand and fulfil their legal responsibilities.

Staffing

- Support, coach and provide specialist technical advice to staff across the organisation on all Contract Management related matters.
- Work with the Strategic Procurement Unit to ensure alignment between Contract Management and Procurement processes and the provision of end-to-end support for the organisation.
- Support and advise project groups to achieve contract, team and organisational outcomes in relation to Contract Management.
- Utilise knowledge and experience to support capability development and mentor staff members across the organisation.

Health & Safety

- Attend and participate in health and safety meetings as required.

REPORTS TO:	DIRECT REPORTS:
Executive Manager Business Services	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: Strategic Procurement Unit CEO Directors Executive Managers Councilors All Council Staff	External: Vendors and Contractors Specialist legal firms Government agencies Community organisations Neighboring Councils

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Accountability and Extent of Authority

- Support and advise project groups and key stakeholders on all contract development and management matters.
- Advise on the use of procurement and contract management systems in conjunction with Strategic Procurement Unit to maintain accurate contract records and ensure compliance with procurement requirements.
- Ensure contract and tender activities are undertaken in accordance with Council's procurement policies, procedures, delegations, and relevant legislation.
- Efficient and effective allocation of resources.
- Provision of sound advice to Executive Manager Business Services, Strategic Procurement Unit and Director Corporate Services relating to areas of responsibility and accountability.
- Write reports applicable to areas of responsibility.

Judgement and Decision Making

- Significant autonomy in decision making within approved role parameters.
- Advise and lead stakeholders in the development of contract documentation for inclusion in tender documentation and assessment of the same, requiring keen attention to detail and sound judgement.
- Demonstrated research, analytical and conceptual skills to optimise business outcomes and solve complex problems.
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- High level strategic thinking and problem-solving skills are essential.

Specialist Skills and Knowledge

- Contract supervision and management skills.
- Excellent contract drafting, negotiation and advisory skills.
- Demonstrated commercial acumen and experience in negotiation, with the ability to engage effectively and manage relationships with stakeholders.
- Providing specialist legal advice to contract managers regarding contracts and disputes throughout the contract lifecycle.
- Understanding of relevant technology, procedures and processes used to achieve the position objective.
- Knowledge of Regulations, Acts and Policies relevant to the position.
- Excellent written and verbal communication skills and demonstrated ability to prepare concise and accurate reports.
- Understanding of the strategic goals and values of Council, and it's political and socio-economic context.
- Model Councils Code of Conduct in all dealings with internal and external stakeholders.

Management Skills

- Ability to manage time and work at a proficient level, meet deadlines, set priorities plan and organise the work required to achieve the position objective.
- Self-motivated to achieve position objectives with a "Can do" approach.
- Experience in supporting and advising project teams to achieve targeted outcomes.

Interpersonal Skills

- Developed skills in oral communication and in the preparation of written and verbal reports.
- Ability to lead, motivate and develop staff across the organisation in relation to contract matters.
- Ability to gain cooperation and assistance and be able to negotiate and achieve set objectives with customers, suppliers, contractors and staff.

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- Work closely and collaboratively with the Strategic Procurement Unit to ensure alignment between Strategic Procurement and Contract matters.

Qualifications and Experience

- Tertiary qualification in contract or construction law, procurement, business, commerce or a related discipline, and/or substantial relevant experience.
- Demonstrated experience in Contract Management related roles.
- Extensive knowledge of Government procurement policies, issues and strategic directions.
- Demonstrated experience in contracts supervision.
- Completion of, or progress towards tertiary qualification, in relevant field an advantage.
- Experience providing advice on Contract management matters.
- Project management within a local government setting will be well regarded.

SELECTION CRITERIA

- Qualifications and as listed above are an advantage.
- Considerable experience in high-risk contract development and/or management.
- Demonstrated commercial acumen and experience in negotiation, with the ability to engage effectively and manage relationships with stakeholders.
- Experience providing advice on Contract management matters.
- Excellent interpersonal communication and stakeholder relationship management skills.
- Proven ability to train, coach and guide senior stakeholders.
- Knowledge and understanding of health and safety issues relevant to the position.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: