

Position Title:	Contract Officer		
Position Level:	Level 5	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Corporate & Community	Position Number:	HR3049
Business Unit (Department):	Finance	Primary Location:	Administration Building
Team:	Procurement & Rating Services	Hours:	60.8 / Fortnight

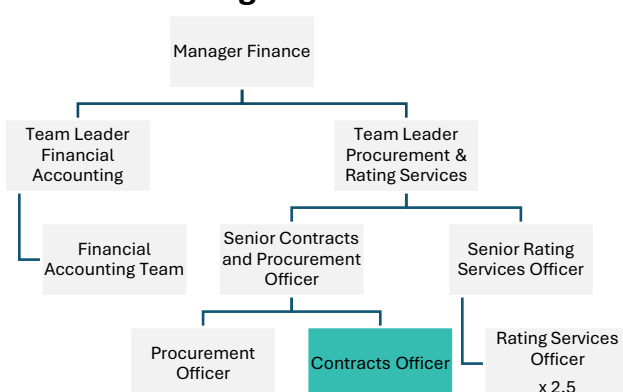
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Contract Officer is responsible for supporting effective contract governance by administering the City's contract register, monitoring compliance requirements and providing administration support across the contract lifecycle. This role also provides administrative and procedural support to Contract Managers to promote consistent and compliant contract management.

Procurement & Rating Services Structure



Key Accountabilities

- Accurately update and maintain the organisation's contract register to ensure details of current contracts are recorded and remain up to date.
- Record and monitor contractor insurance, licences, and qualifications in the contract register in line with the City's contract and insurance requirements.
- Develop and maintain supporting documentation for contracts including communication logs and issue registers.
- Prepare and issue documentation for contract variations, contract extension requests, and contractor performance reviews for approval.

Authority and accountability

- Develop and support contract administration processes to ensure supplier performance information and contractual requirements are accurately captured.
- Provide courteous and efficient support, guidance and responses to both internal and external queries.
- Provide coordination and administrative support for contract-related meetings, including preparing agendas and taking minutes.
- Maintain accurate records and generate reports as required.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Contribute to the review of existing contracts and provide support in identifying opportunities for improvement or potential new contract requirements.
- Support problem solving by researching information, analysing options, and preparing recommendations for consideration.
- Apply established procedures to review and prepare documents and reports.
- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Organise and support meetings, including scheduling, preparing agendas, taking minutes, and following up on actions.
- Apply judgment to resolve routine contract management issues, and work collaboratively with the Senior Contracts and Procurement Officer on solutions for complex contract management issues.

Specialist knowledge and skills

- Stay updated on industry trends, best practices, and emerging technologies in contract management.
- Apply knowledge in contract management to develop processes and contract support documentation.
- Carry out research activities to inform project opportunities as directed by the Senior Contracts and Procurement Officer.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare accurate correspondence, reports, and project documentation using templates, systems, and local government processes and procedures.

Management skills

- Monitor and track contract expiry, option and renewal dates and prompt Contract Managers within agreed timeframes
- Provide guidance and on-the-job training on contract management systems, processes, and documentation requirements.
- Complete tasks in accordance with defined processes and within required deadlines to ensure accuracy, compliance, and efficiency.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with the City's policies, procedures, and record-keeping standards.
- Undertake other duties as directed by the Senior Contracts and Procurement Officer.

Interpersonal skills

- Engage with Contract Managers and/or Project Managers to support the administration of contract management plans and contract risk registers.
- Communicate clearly and professionally with staff, Councillors, community members, and external stakeholders.
- Foster positive working relationships with colleagues and external parties to support cooperative and transparent contract management practices.
- Provide a high level of customer service to general incoming and outgoing enquiries.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.

Key Relationships

Reports To	• Senior Contracts and Procurement Officer
Supervises	• Nil
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Contract Managers • Project Managers • Finance Department
Key External Relationships	• Local, State and Commonwealth Government Agencies • Contractors

Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit \$2,200
Delegations	• Nil

Extent of Authority

This position may exert influence in the following:	
• Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. • Exercise initiative and/or judgement within clearly established Policies and Procedures. • Is fully accountable for the content, accuracy, validity and integrity of advice provided. • Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.	

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Certificate in Business Studies and/or relevant experience in procurement or contract management, preferably in a public sector or local government environment.	✓	
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	
Experience in producing high quality documentation.	✓	
Experience building and maintaining relationships with a range of stakeholders.	✓	
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
Demonstrated skills and knowledge in contracts administration, procurement practices, and records management to support effective contract governance.	✓	
High level interpersonal skills including the ability to liaise effectively and courteously with internal and external customers.	✓	
High level of verbal and written communication skills.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Advanced organisational skills with the ability to handle multiple assignments.	✓	
Well-developed problem solving and analytical skills.	✓	
Demonstrated time management and prioritisation skills.	✓	
Disciplined approach and attention to detail.	✓	
Demonstrated ability to work autonomously.	✓	
Excellent negotiation skills with the ability to use discretion at all times.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave

B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:		Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:		Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.