

Position Description



Position title:	Contracts Manager
School/Directorate/VCO:	Facilities Services
Campus:	Ballarat Campus, Travel between campuses is required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Mr. Russell Hardy, Associate Director, Facilities Services Telephone: (03) 5327 6498 Email: Russell.hardy@federation.edu.au
Recruitment number:	851043

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

Federation University's Facilities Services Directorate is committed to assisting the University to achieve its strategic goals of becoming a popular student destination; offering a high-quality student experience; making a positive impact; being a workplace of choice and being an efficient organisation.

The Directorate primarily supports these goals through the delivery of services to support maintain, improve and further develop a diverse range of physical infrastructure assets located across regional western and eastern Victoria, Melbourne, Brisbane and NSW and includes major sites within Ballarat, Horsham, Berwick and Gippsland.

The portfolio of assets under management vary in use from academic, research, commercial tenancies and accommodation facilities and includes over 300 buildings, with a combined gross floor area of 274,000 square meters.

These assets range in age from a few years to over 150 years.

Position summary

The Contracts Manager is responsible for the management of procurement, contract performance, contract accountability, supplier contracts, new contracts/renewal and lease/license agreements of the Directorate.

Frequent travel to other campuses and locations is required as part of this role.

Key responsibilities

1. Manage the efficient and effective procurement, complex tender and contract processes for Facilities Services (Operational and Project) in accordance with programs, budgets, and the University's strategic goals, and ensuring that they are compliant, reliable, and cost effective.
2. Manage, the end to end process of tender documents by:
 - a. organising and chairing meetings
 - b. maintaining accurate records
 - c. developing and maintaining multi-million dollars contracts and relevant correspondence with appropriate KPI's for each contract.
 - d. developing and providing contractor information for the tender processes.
 - e. managing interviews, pre-tender meetings, site inspections and assist with the preparation of University reports.
 - f. ensuring adherence to University procurement and financial policies.
3. Ensure the efficient and effective contract management for Facilities contracts, of varying degrees of complexity, in line with University policy and process which requires a high degree of knowledge and sensitivity.
4. Ensure compliance with University Procurement policies and procedures, taking into account probity and effective controls over the initial establishment, advertising and letting of contracts.
5. Review and provide strategic recommendations relating to Facility Services contract management, procurement policies, procedures and processes, in conjunction with the University's policies and procedures and best value principals.
6. Provide senior administrative support by producing reports and data analysis for Senior Facilities Services Management on issues of contract performance, value, expiration and the timely establishment of new contracts.
7. Track data and report on KPI's for each project to senior management in Facilities.
8. Provide recommendations and advice relating to contract management in Facilities Services.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure.
 - Equal Opportunity and anti-discrimination legislation and requirements.
 - the requirements for the inclusion of people with disabilities in work and study.
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Contracts Manager is responsible for the contract process and management of multi-million-dollar contracts within Facilities Services to ensure value for money and Federation University procurement, financial policies and guidelines

are achieved through effective management, quality control and administration.

Working under the broad direction of the Associate Director Facilities Operations, the position works independently with a degree of autonomy to complete the requirements of the position. The position is responsible to manage and develop new and existing major contracts across all campuses within Facilities Services.

The Contracts Manager will require the ability to use initiative whilst still adhering to procurement requirements, codes of practice and guidelines including University policies and procedures pertaining to operations, project and facilities management matters. The position is required to effectively manage their time, setting priorities, planning and organising their own work and that of others to achieve objectives efficiently and within the resources and deadlines set.

The Contracts Manager will require a sound knowledge and understanding of all aspects of contract management and procurement from development of scope of contacts to the management of KPI'S and record keeping.

The position will also be required to develop an expert understanding of the operational requirements of a multi-sector, multi-campus university and the University's policies and procedures in order to contribute effectively to operational management.

Training and qualifications

A post graduate qualification in management/procurement or progress towards postgraduate qualification with extensive relevant experience; or extensive experience and proven management expertise; or an equivalent combination of relevant experience and or education/training.

A current Working with Children Certificate is required, or willingness to obtain one.

Victorian Campus only - A Current Covid-19 vaccination certificate.

Position and Organisational relationships

The Contracts Manager reports to the Associate Director, Facilities Operations and works collaboratively with the Facilities Services Management team across all campuses.

The Contracts Manager is required to develop and maintain positive working relationships with both internal and external stakeholders to achieve satisfactory outcomes including liaising with academic and professional staff from all levels across all campuses.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

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1. A post graduate qualification in management/procurement or progress towards postgraduate qualification with extensive relevant experience; or extensive experience and proven management expertise, or an equivalent combination of relevant experience and or education/training.
2. A current Working with Children Certificate is required, or willingness to obtain one.
3. Demonstrated experience and high degree of knowledge in complex contract management, including current industry best practice and the delivery and monitoring of KPI'S.
4. A Current Covid-19 vaccination certificate.
5. Demonstrated ability to apply Best Value principals to contracts and contribute to the further development of contract management and procurement policies and procedures.
6. Demonstrated ability to use current IT programs to record and report data in spreadsheets/databases to provide senior administration where required.
7. Demonstrated ability to work both collaboratively as well as independently.
8. Demonstrated interpersonal, consultation and communication skills, including the ability to develop positive and productive working relationships with a diverse group of stakeholders.

9. A current driver's license will be required to drive University vehicles together with the capacity to undertake travel to other campuses.
10. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.