



27726 – Contract Management Specialist

Commercial and Legal Branch, OneSKY Australia Program (ASA 7)

Position Detail			
Reports To	CMATS Contract Manager	Group	OneSKY Australia Program
Budget Accountability	Commercial & Legal Branch	Location	Canberra / Melbourne
Delegations: - Administrative - Financial	In accordance with Instrument of Delegation	Reports: - Direct - Total	Nil

Organisational Environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 90 million passengers, and provide air navigation services across eleven per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices' next generation services, including harmonisation of Australian air traffic management by the future civil-military air traffic management system (CMATS) – a joint activity with the Department of Defence.

The OneSKY Commercial & Legal Branch is responsible for supporting the delivery of the OneSKY Australia Program through the provision of sound procurement, contract management, commercial governance and commercial risk management services. This is delivered through active engagement with the OneSKY Program Teams, relevant stakeholders and by providing pragmatic, solution focussed support to the delivery of program objectives.

Primary Purpose of Position

As the Contract Management Specialist, you will report to the CMATS Contract Manager and have accountability to the OneSKY Commercial and Legal Manager, working as part of a joint team combining Airservices and Department of Defence personnel.

You will support the Commercial and Legal Manager in the delivery of complex procurement and contract management services and advice across the OneSKY Program, focussing on assigned activities, including sustainment contracts, ICT related procurements and service agreements.

You will form an integral part of the OneSKY Commercial and Legal Branch; be part of a high-performing and accountable team; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

Partnering with the OneSKY program teams you will be responsible for delivering commercial support, contract performance management and related support for a portfolio of contracts and activities in delivering the objectives of the OneSKY Program. The role will be responsible for undertaking procurement activities, contract management and the analysis and reporting of both vendor and customer performance in the delivery of contractual obligations.

Position-specific

- Provide ongoing contract management and procurement support to the CMATS Contracts and other contracts as required
- Provide specific input in to sourcing and procurement strategies for the OneSKY Program
- Undertake a variety of procurement activities with functional leads
- Continuously improve the quality and timeliness of commercial and procurement outcomes
- Identify and assist with the resolution of commercial issues and change management, ensuring timely review and approval and/or reconciliation of contract changes
- Provide assistance to the contract execution process through provision of commercial governance activity support
- Strategically expand, preserve or improve procedures, standards or policies whilst adhering to regulatory guidelines
- Ensure that all stakeholders understand and adhere to all contractual obligations and governance requirements
- Identify, understand and provide mitigation strategies to manage OneSKY Program commercial and governance risks
- Translate commercial strategy into tactical goals and generate a shared sense of purpose within the OneSKY Program
- Ensure that executed contracts are communicated to all relevant parties to provide contract visibility and awareness and interpretation to support implementation
- Proactively escalate issues that have not been controlled to ensure work remains on track
- Ensure that decisions are appropriately documented and recorded
- Act as an exemplar and role model for all matters relating to probity and commercial activity within the program, whilst promoting organisational processes and all legal and public policy constraints.

People

- Be part a high-performance team with an emphasis on an accountable performance culture
- Maintain high-quality and productive relationships with Airservices leadership and Defence counterparts to ensure effective co-ordination of all activities in support of organisational objectives
- Assist in and contribute to the planning and building of organisational capacity and resourcing of the branch.

Commercial

- Translate commercial strategy into tactical goals and create a shared sense of purpose within the Program
- Engage others in the strategic direction of the work area, encourage contribution and communicate expected outcomes
- Identify shared agendas across the organisation and work toward mutually-beneficial outcomes.

Systems and Reporting Compliance, Reporting

- Support enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

Safety

- Demonstrate safety leadership and behaviours consistent with enterprise strategies, and manage the branch in accordance with WHS accountability requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective working relationships
- Takes responsibility for actions, outcomes and people
- Achievement of Branch and Program objectives.

Commercial

- Meeting Branch budget and performance targets
- Demonstrated value for money outcomes for commercial, legal and financial decisions

People

- Engagement feedback demonstrating positive trends
- Training and development leading to tangible capability improvements for team members

Safety

- Compliance with regulatory standards, safety, risk, environmental and any other standards.

Key Relationships

As the Contract Management Specialist

- The OneSKY Leadership Team
- Defence counterparts
- Members of the Branch

As part of the OneSKY Australia Program

- OneSKY teammates
- Suppliers and service providers
- OneSKY stakeholders.

Skills and Competencies

- Demonstrated experience in managing the execution of complex contracts, including management and delivery of complex, interdependent procurement programs and services.
- Experience applying advanced procurement skills with a pragmatic and strategic focus.
- Formal qualification in legal, commercial, supply chain management or other similar business discipline(s).
- Demonstrated ability to draft and review various contract and related documents and to support the management of suppliers and stakeholders.
- Ability to evaluate ongoing commercial performance and identify critical success factors and instigate continuous improvement or corrective action activities.
- Demonstrated ability to communicate with influence.
- Demonstrated sound judgement and business acumen, with a focus on results in a service delivery environment.
- Demonstrated ability to think critically and to develop and present innovative solutions and influence outcomes.
- Demonstrated ability to establish and maintain strategic relationships to facilitate partnerships and cooperation.
- Demonstrated application of ethical behaviours, integrity, uprightness and honesty.
- Diversity of experience across the private and public sectors is desirable.

Security Clearance

- Baseline Clearance (PROTECTED) or the ability to obtain one within a reasonable time.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.