

## Position Description

### Senior Coordinator - Contracts and Assets

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**Position No:** Insert existing number if unchanged / NEW

**Business Unit:** Cloud, Infrastructure & Service Delivery

**Division:** Information Services

**Department:** Cloud, Infrastructure & Service Delivery

**Classification Level:** HE05

**Employment Type:** Full-Time, Continuing

**Campus Location:** Location Independent

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

This position will provide high-level administrative support and advice to assist in the effective and efficient administration of the contracts and assets operation of Information Services. The primary responsibility of this position is to coordinate and prepare activities for IT-related contracts, including professional services, software licensing, hardware and support services, master services agreements and renewals, and liaison with Legal Services on matters.

### **Duties at this level will include:**

- Coordinate and prepare activities for IT-related contracts, including professional services, software licensing, hardware and support services, master services agreements and renewals, for both Information Services Operational and Capital Project teams.
- Maintaining appropriate administrative governance of IT contracts.
- Maintaining current and accurate records in the contracts and/or asset management database(s), as required.
- Identifies gaps or shortfalls in information and sources additional related information.
- Support other team members with the Asset Lifecycle by ensuring software and desktop hardware assets are purchased/leased as required. This may include liaising with Finance and vendors regarding the purchase and payment of these assets.
- Coordinate Assurance activities in relation to IT contracts, including working with the University Legal Services and Risk Offices.
- Attending meetings to support or represent the functions of the role as required.
- Provides professional advice and recommendations to support informed decision-making and influence how other work areas or individuals frame their actions or procedures.
- Communicates and builds relationships within La Trobe and outside parties to support/represent School/Division/Department/Subunit activities.
- Refining IS contracts and procedures within the parameters of relevant University policies.
- Identifying operational improvements.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years' subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or completion of a post-trades certificate and extensive (typically more than two years') relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Strong knowledge of different IT contract types, including professional services, software development, software as a service, and platform as a service contracts.

- Demonstrated highly developed organisational skills, whilst maintaining the highest standards of confidentiality and discretion.
- An excellent understanding and demonstrated experience in customer service, including high-level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- High level computer skills, including experience and proficiency with Microsoft Office and e-Signature solutions, together with the use of the internet as a research tool.

### Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:            Date: