



**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Technical Officer - Contract Management

Division	Projects and Asset Services	Department	Waste Services
Reports To	Senior Technical Officer - Contracts	Direct Reports	No

Position Purpose

Provide quality customer service outcomes in the management of a range of matters across all major contracts, whilst ensuring the needs of stakeholders, residents and ratepayers across the Moreton Bay Region are met.

Key Responsibilities and Outcomes

Operational

- Undertake a range of assigned contract management and administration projects, including contract monitoring, record keeping, contractor liaison, auditing and contract payments.
- Provide technical advice and support on contract and procurement compliance requirements for Waste Services, including management facilities and the development of improvement actions to ensure compliance.
- Undertake a range of documentation, including Departmental reports in order to support high quality contract service outcomes.
- Ensure compliance with all legislation, approved standards, policies and procedures relating to the team's practices and processes.
- Support the wider Waste Services Department in the delivery of the administration of waste management contracts including contract mobilisation.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - \$NIL

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.



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Knowledge & Experience

- A solid level of understanding of contract management principles.
- Sound knowledge and demonstrated experience in waste and resource recovery contracts management.
- Demonstrated ability to scope, design and implement technical solutions to support and improve the effective management of all waste service contracts.
- Demonstrated ability to apply knowledge of legislation, codes, industry standards, and best practices relevant to waste service contracts.
- Highly developed interpersonal skills, with a strong focus on the provision of quality customer service.

Qualifications

- Tertiary qualification in contract management/business discipline appropriate to the position or practical experience in relation to the knowledge and experience required to the position.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.