**Position Description**

**College/Division:** Finance & Business Services  
**Department/Unit:** University Procurement and Contracts Office  
**Position Title:** Contracts Manager  
**Classification:** ANU Officer Grade 8 (Administration)  
**Responsible to:** Chief Procurement Officer  
**Number of positions that report to this role:** 2

**PURPOSE STATEMENT:**
As part of the University Procurement & Contracts Office (UPCO) the Contract Manager is responsible for performance and manage vendor commercial relations, ensuring that UPCO achieves its savings targets, whilst delivering and reducing risk.

The Contract Manager will provide specialist advice and assistance for the provision of procurement and contract services to the University.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
As a member of UPCO, the Contract Manager will develop and effectively manage relationships with vendors and work closely with a range of key stakeholders within Colleges and Service Divisions. The Contract Manager will also work closely with other members of the UPCO team to identify savings initiatives, as well as developing and execute procurement strategies to meet UPCO objectives.

**Role Statement:**
Under the broad direction of the Chief Procurement Officer, the Contracts Manager will:
- Develop and/or support the execution of procurement strategies to meet UPCO objectives;
- Identify and execute savings initiatives to meet targets whilst improving quality of service and reducing risk through developing and effectively managing relationships with top vendors that generate and drive vendor improvement;
- Liaise, collaborate and partner with internal and external stakeholders to ensure procurement and contract management decisions are consistent with the University’s policies and processes;
- Regular consultation with the UPCO team and wider ANU in order to further develop and achieve best practice procurement and contract management processes;
- Pro-actively conduct market analysis / benchmarking using qualitative and quantitative skills, track market trends and emerging technologies;
- Develop metrics to manage vendor performance and manage vendor commercial relations, ensuring UPCO achieves its goals and savings targets;
- Develop and improve the contract management practices including reporting mechanisms, administration processes, records management, appropriate risk management and audit frameworks;
- Manage the effective training and supervision of professional staff to ensure performance is managed, all deadlines/objectives are met, and that service is provided to a high level and in accordance standard operating protocols, policies and procedures;
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as director, consistent with the classification level of the position and in line with the principle of multi-skilling.

See the classification descriptors for general staff\(^1\) and minimum standards for academic staff\(^2\).

**SELECTION CRITERIA:**

\(^1\)Schedule 5 - General staff classification descriptors - Human Resources - ANU  
\(^2\)Schedule 4 - Human Resources - ANU
1. Relevant qualifications and relevant experience in Procurement and Contract Management or an equivalent combination of experience and education/training is required.

2. Proven ability to plan and prioritise workflow for yourself and others, whilst managing conflicting deadlines and demands to meet performance targets. Experience in the education sector will be highly regarded.

3. High level interpersonal skills (written and verbal) including the ability to communicate with confidence and liaise effectively with a range of stakeholders, provide high level contract management advice to enable achievement of desired outcomes and the demonstrated ability to undertake negotiations with suppliers in the resolution of disputes.

4. Well-developed data collections skills, with an ability to interpret and undertake analysis that drives creative problem solving, proposal preparation and negotiations.

5. Demonstrated problem analysis and resolution skills, including excellent self-organisation, time and workload management skills and the ability to achieve required outcomes.

6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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References:

General Staff Classification Descriptors

Academic Minimum Standards