

Department of State Growth

Statement of Duties

Position Title:	Senior Contract Officer
Position numbers:	005307, 371638, 373069
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Road User Services / Passenger Transport/ Contracts and Performance
Location:	Hobart
Employment status:	Flexible
Supervisor:	Relationship Manager - Contracts

Position Objective

As part of a small results-focussed team, you will enhance program and service delivery outcomes through the provision of specialist advice and support that contributes directly to the delivery of effective public transport services across Tasmania. This includes the administration, management and performance monitoring of the contract and governance arrangements which deliver vital passenger and other transport services.

Major Duties

- Provide specialist advice on complex contract management and administration matters and issues relating to passenger and other transport services, including making recommendations and preparation of investigation reports and briefings to senior management and relevant staff within our Branch.
- Perform high level research, analysis and planning, organise and conduct routine audits and compliance audits in areas of high risk. Conduct investigations, develop solutions that meet operational requirements, and negotiate the implementation of service amendments.
- Anticipate, identify, analyse and manage emerging issues that may include non-compliance or breaches of contract.
- Working directly and constructively with people from all levels of industry, government and the community, advise, liaise, negotiate and consult with diverse stakeholders and contract holders, and represent the department to influence outcomes.
- Receive and respond to routine Ministerial correspondence, prepare briefing notes and other high level written documentation targeted for diverse audiences including tender and contract documents and related materials.

- Assist in preparing for and managing processes for procurement, variation and termination of contracts in accordance with passenger transport legislation, Treasury instructions and departmental policy to ensure efficient delivery of passenger transport services and value to Government.
- Contribute to a productive and supportive team environment and play a positive role in change management in the team.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Our growing team works in a dynamic fast paced environment. In Passenger Transport we support the delivery of a safe and responsive passenger transport system for Tasmanians, to improve accessibility, liveability and health outcomes for the community.

Building strong working relationships with our stakeholders is a key aspect of our work. Our team is refocusing, and continuous improvement is important as we grow and develop. Teamwork, resilience and good communication underpin the success of our team. We support each other by stepping up and sharing the load. Whilst we are busy, we always encourage our team to find a good life balance.

The occupant will work with limited supervision and a high-level independence and autonomy.

Selection Criteria (Knowledge and Skills):

- Demonstrated skills and experience with contract management processes, and proven ability to undertake audits and identify and investigate instances of non-compliance.
- Proven research and analytical skills and demonstrated ability to interpret legislation, contracts, policies and procedures with an understanding of relevant Government acts, policy and instructions, or demonstrated capacity to acquire this knowledge within a short timeframe.
- Problem-solving skills with the capacity to use judgement and initiative to develop and recommend practical solutions that effectively manage risks and achieve business focussed results.
- Well-developed interpersonal, verbal and written communication skills with proven ability to influence stakeholders, resolve sensitive issues, and contribute to a positive workplace culture.
- High level of adaptability, self-management and organisational skills, including the ability to set and meet work objectives and manage concurrent tasks.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Current Driver's Licence
- Relevant tertiary qualifications (possibly in accounting, business, finance, law or project management)

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
