POSITION DESCRIPTION

Contract & Governance Officer

Position Level | 5/6 (Broadbanded)
Faculty/Division | UNSW Canberra (ADFA)
Position Number | 00089889
Original document creation | 15/02/2021

OVERVIEW OF RELEVANT AREA

UNSW Canberra delivers university services at the Australian Defence Force Academy under the unique partnership between the Department of Defence and UNSW.

UNSW Canberra is a leader in military education and research and the only military focused university college of this type globally with more than 2000 students, and 400 academic and professional staff. UNSW Canberra offers a diverse suite of degree programs at undergraduate, postgraduate, coursework and research levels, including specialised courses for Defence personnel and associated industry, including range of executive programs.

The Contract and Governance Unit is responsible for developing and implementing processes for the management of UNSW’s contract with the Department of Defence for the provision of services at the Australian Defence Force Academy. The scope of activities includes contract management and governance, risk management, audit and assurance, coordination of annual planning processes, performance reporting, data management and analytics, contract record management, committee secretariat and compliance. The Contract and Governance Unit also provides related academic governance services.

Position Summary

The Contract & Governance Officer plays an integral role within UNSW Canberra’s Contract and Governance Unit by supporting the management of the contract with the Department of Defence. The Contract & Governance Officer contributes to the preparation and management of the annual cycle of contract deliverables, including the operational plans, registers, and performance reports. This will include contributing to the preparation of project timelines, drafting documents, and consultation and liaison with internal and external stakeholders.

The role reports to the Contract Manager.
Accountabilities

Specific accountabilities for this role include:

At Level 5

- Provide high level administrative support to the Contract and Governance Unit and other nominated teams.
- Document and report performance (KPI) results to the UNSW Canberra Executive as per the reporting schedule.
- Undertake duties related to the preparation of Annual Defence milestones (documentation, committees and events).
- Collect required information and prepare Committee documentation for UNSW Canberra Committees.
- Contribute to the development of the UNSW Annual Plan, and the Annual Report.
- Document and review record management processes to ensure information is accurate and delivered in an efficient and reliable manner.
- Coordinate and report on UNSW Local Policy management and their scheduled review, consultation and execution.
- Schedule policy review and analysis relevant to changes in contract requirements, as required.
- Participate in projects and business improvement activities to streamline processes and facilitate efficiency.
- Coordinate and undertake a range of administrative functions.
- Ensure positive relationships with stakeholders are developed and maintained.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

At Level 6 – in addition to Level 5 above

- In consultation with the Quality, Assurance & Risk Manager, plan, implement and undertake a range of administrative and reporting functions.
- Manage the shared mailboxes related to the Contract including task distribution and issue escalation, and correspondence close out in a timely manner.
- Build and develop effective relationships with key internal & external stakeholders and their support staff, ensuring effective information flow and collaboration.
- Set priorities and monitor workflows and systems with an assigned area of responsibility.
- Provide influential input into policy and systems development and review within the Governance Unit.
- Obtain, analyse, and prepare complex statistical data and other information in line with the responsibilities of the department and Australian Defence Force reporting obligations.
- Prepare detailed correspondence and presentations.
Skills and Experience

At level 5

- Relevant qualifications with subsequent relevant experience and/or equivalent level of knowledge gained through a combination of education, training and/or experience.
- Ability to apply knowledge and experience to analyse and resolve moderately complex and sensitive issues effectively and suggest practical recommendations and solutions through comparing diverse policies and contract requirements.
- Strong interpersonal, written and verbal communication, skills including the ability to consult and liaise with colleagues, and internal and external stakeholders at varying levels of authority.
- Demonstrated time management and organisational skills, the ability to maintain good judgement and accuracy under pressure and manage multiple tasks with competing deadlines.
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email, and demonstrated ability to learn and implement new systems.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

At Level 6

- A relevant degree with subsequent relevant experience and/or equivalent level of knowledge gained through a combination of education, training and/or experience.
- Proven ability to apply knowledge and experience to coordinate, analyse and resolve tasks of varying complexity efficiently and effectively.
- Demonstrated ability to apply, interpret, advise on and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.
- Excellent communication ability, including the ability to effectively communicate both on technical and non-technical levels, the ability to negotiate and communicate with influence.
- Highly developed organisational skills, including ability to effectively manage multiple competing priorities to ensure deadlines are met.
- High level data gathering, analysis and reporting skills.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

PROGRESSION CRITERIA

Progression to a higher level within a broad banded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

- The incumbent will be expected to have reached the top step of Level 5 prior to progression to Level 6, and
- The incumbent will be expected to have been at the top step of Level 5 for 12 months prior to progression to Level 6;
• Criteria for progression to Level 6 will be based on satisfactory performance of all responsibilities and behaviours at Level 5, and a demonstrated capacity and ability to take on the responsibilities and behaviours of the position at Level 6, and
• Work at Level 6 is available and required by the work unit on an ongoing basis.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.