



# Position Description

## Contracts Officer

Facilities Management

Portfolio of the Chief Operating Officer

### Classification

<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
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<b>Special conditions</b>	Nil
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<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
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<b>Date last reviewed</b>	March 2023
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# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

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<b>Our Students</b>	<ul style="list-style-type: none"><li>• Commencing progress rate</li><li>• Student experience</li></ul>
<b>Our Research</b>	<ul style="list-style-type: none"><li>• Research income</li><li>• Research quality and impact</li></ul>
<b>Our People</b>	<ul style="list-style-type: none"><li>• Engagement</li><li>• All injury frequency rate</li></ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"><li>• Underlying operating result</li><li>• Community and partner sentiment</li></ul>

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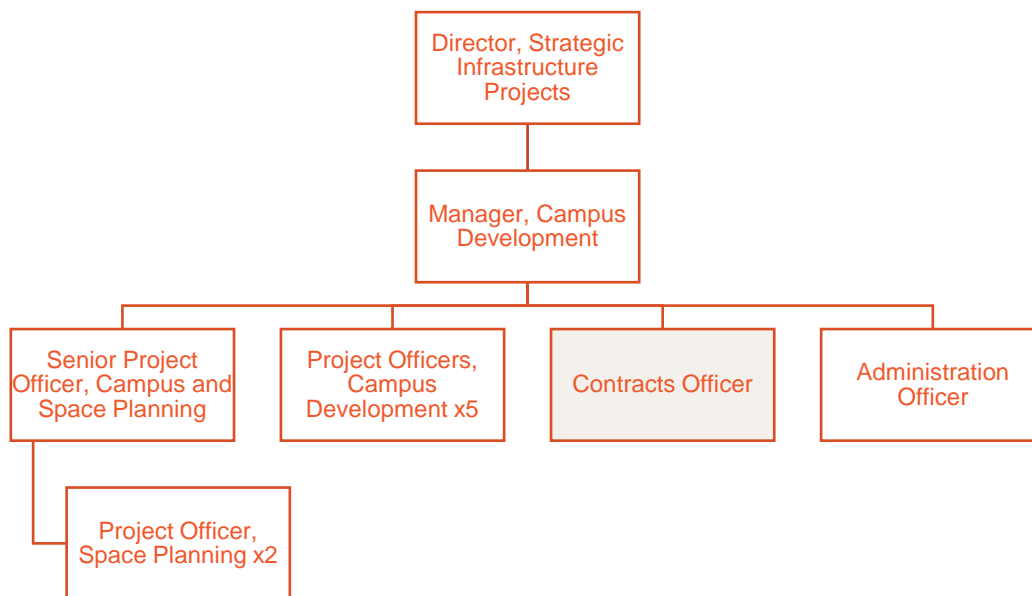
## Facilities Management

### Campus Development

The Facilities Management team develops and maintains the campuses of Charles Sturt University to provide a conducive and sustainable environment for safe living, learning, teaching, and research. The department plans, maintains, designs, and constructs the buildings and environments on our campuses at Albury-Wodonga, Bathurst, Canberra, Dubbo, Orange, Port Macquarie and Wagga Wagga.

Campus Development is responsible for the planning and delivery of capital improvement projects across all campuses. This includes general building projects, space planning, campus master planning, design standards, and heritage management.

### Organisational chart



### Reporting relationship

**This position reports to:** Manager, Campus Development

**This position supervises:** Nil

### Key working relationships

- Manager, Campus Development.
- Director, Strategic Infrastructure Projects.
- Director, Facilities Management.
- Project Officers, Campus Development.
- Campus Facilities Managers.
- Faculty and divisional representatives.



## Position overview

The position will be responsible for management of the end-to-end tender and contracts process for goods and services related to projects on the Capital Plan. The position will partner with the Campus Development Project Officers to ensure they have consistent and accurate procurement documentation, maintain due process and timeliness in the tendering and contractor appointment phase and track data and metrics relating to contracts awarded across the Capital Plan.

The position will manage and maintain the integrity, discipline and controls around contract documentation, project procurement processes, contract administration processes and records management. Working closely with the Manager of Campus Development, the position will also ensure strong contract administration processes are in place and continue to monitor and manage all active contracts across the Campus Development team.

## Principal responsibilities

- Develop and implement contract management plans that include agreed key performance indicators (KPIs) and an ongoing program for contract performance reviews.
- Monitor contract activity and market movements in order to conduct benchmarking to ensure contract arrangements reflect market conditions. Develop and maintain a panel of consultants and contractors to facilitate the delivery of Capital Works by ensuring panel contractors have a manageable workload and tenders are able to progress as scheduled.
- Use insights gained through market research to provide advice and create scopes of work in developing tender packages for capital projects and schedule procurements for release to market with Finance.
- Use contemporary project management methods, supported by sound financial and legal acumen to advise stakeholders all aspects of the procurement function, and encourage innovative and efficient practices to achieve business outcomes.
- Facilitate tender evaluation boards ensuring policy and process are followed and develop tender evaluation reports through detailed analysis and collation of information.
- Assess risks involved in the delivery and implementation of projects and identify controls to allow the efficient delivery of Capital Works utilising MS Project and propose solutions to reduce risk and delivery slippage.
- Manage, monitor and review subcontractor, consultant, and project registers ensuring that compliance is maintained within the Contractor Management System.
- Manage the cash flow process and monthly reporting, ensuring cost forecasting for allocated subcontracts is interrogated and accurate at all times.
- Take ownership of the Capital Plan register (Microsoft Project), ensuring scheduled updates by stakeholders are completed in a timely manner and information is accurate.
- Oversee the project approval process, ensuring the timely completion of approvals and related project registers are accurate.
- Analyse and interpret data highlighting risks and opportunities and propose solutions.



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

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<b>Be business savvy</b>	Look to add commercial value in our roles, processes and ways of working.
<b>Take action</b>	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
<b>Apply expertise and technology</b>	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
<b>Plan and organise</b>	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

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## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Completion of a degree in project, construction or business management, or similar, with at least four (4) years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in coordinating complex and large projects through a tender and contract award phase.
- C. Demonstrated strong problem solving/analytical skills, including driving improvements across project, administration, and financial processes.
- D. Excellent interpersonal and organisational skills to operate effectively in an environment with multiple, complex projects with tight timeframes, and pro-actively identify and mitigate potential problem areas.
- E. Demonstrated ability to work effectively in a team environment whilst being self-motivated and independent with the ability to liaise with senior staff, suppliers, and contractors confidently to achieve effective outcomes.
- F. Demonstrated skills in the extensive use of MS Project or similar software for project scheduling.

### Desirable

- G. A current driver's license.



● Brisbane

## New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn  
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta  
Regional Study Centre

## Victoria

● Melbourne

● - Capital city   ● - Campus location

