

## Statement of Duties

<b>Position Title:</b> Senior Contract Officer	<b>Position Number:</b> 519276	<b>Effective Date:</b> February 2018
<b>Group and Unit:</b> Housing, Disability and Community Services – Portfolio and Supply		
<b>Section:</b> Portfolio Partners	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 06	<b>Classification:</b> General Stream	
<b>Reports To:</b> Director Portfolio and Supply		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As a member of the Portfolio and Supply Unit's Portfolio Partners team, contribute to the growth and sustainability of Tasmania's social and affordable housing system by providing high level contract development advice to the Director, Portfolio and Supply Unit on projects and initiatives that improve Tasmania's housing system.

The core objectives of the job are to:

- Provide high level contract and project management advice in the development of new initiatives to reform social and affordable housing in Tasmania.
- Lead the development of new contractual arrangements with key stakeholders including, the Office of the Crown Solicitor and external partners.
- Support the Director in the ongoing contract management and compliance of existing contracts, and pursue opportunities to establish more effective arrangements.

### Duties:

1. Assist the Director Portfolio and Supply Unit in the development of new business processes and contracts that support the delivery of initiatives to improve Tasmania's social and affordable housing system.
2. Provide support and coordination to ensure that business processes and contracts are aligned to Housing Tasmania's policies and core business functions and relevant legislation, including identifying issues and managing meetings and negotiations.
3. Provide relevant, timely and accurate responses to a range of stakeholders as required, including Ministerial correspondence, briefing notes and relevant stakeholder enquiries.
4. Provide high level advice on and attend to complex and contentious issues either impacting on or impacted by the delivery of reform activities, and contribute to the development of solutions.

5. Establish and maintain relationships with key stakeholders to support the achievement of good outcomes for the business unit.
6. Prepare high level correspondence, reports and submissions for senior management, the Minister and Cabinet and stakeholders as required.
7. Prepare contract briefs, draft tenders and instructions, and manage and evaluate the performance and compliance of subsequent contracts.
8. Provide supporting data and reporting activities in accordance with and in support of relevant contracts and agreements.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

The Portfolio and Supply Unit insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

The Senior Contract Officer will work under broad direction from the Director, Portfolio and Supply, and is expected to exercise sound judgment and initiative, work with minimal supervision and demonstrate a high degree of autonomy in day-to-day activities. The occupant will:

- Be responsible for providing high level support and authoritative advice to the Director in relation to contract administration.
- Be responsible for effective and efficient preparation of contract briefs, instructions, service delivery options and other project documentation as required by Procurement Advisory Services.
- Be required to work with a high degree of initiative in identifying issues and exercising discretion and judgment in undertaking tasks.
- Focus on achieving sustainable outcomes by:
  - actively collaborating with key stakeholders; and
  - adopting innovative methods and approaches.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a) crimes of violence
  - b) sex related offences
  - c) serious drug offences
  - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- Significant experience in contract development, management and compliance and/or tertiary qualifications in a relevant field, for example business administration or law.

**Selection Criteria:**

1. Demonstrated knowledge of project management within the Tasmanian Government framework, and experience in the management of contract performance and management and compliance principles and practices.
2. Well developed ability to undertake financial analysis, interpret, analyse and understand information, legislation and policy directions, and decide on or recommend appropriate action with the capacity to exercise discretion and judgement in an environment of change and uncertainty.
3. High level interpersonal, written and oral communication skills, including the ability to liaise and negotiate efficiently with management and stakeholders, together with the ability to research, present and evaluate reports and submissions and negotiate recommendations.
4. Well developed organisational skills, including the ability to plan, coordinate, set priorities and be responsible for several concurrent projects whilst working in an environment subject to strict timeframes, either individually or as a member of a team.
5. Sound understanding and advanced proficiency in the use of the Microsoft Office suite, including Word, Access, Excel, Outlook, and TechnologyOne for the preparation and dissemination of executive and management information reports.

**Working Environment:**

- The job will be based in Hobart with some intra state travel.

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.