

## Contracts Manager – Dependant Projects

### Commercial and Legal Branch, OneSKY Australia Program (ASA 7)

Position Detail			
<b>Reports To</b>	Commercial and Legal Manager	<b>Group</b>	OneSKY Australia Program
<b>Budget Accountability</b>	Commercial & Legal Branch	<b>Location</b>	Canberra
<b>Delegations:</b> - Administrative - Financial	In accordance with Instrument of Delegation	<b>Reports:</b> - Direct - Total	Nil

#### Organisational Environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 90 million passengers, and provide air navigation services across eleven per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices' next generation services, including harmonisation of Australian air traffic management by the future civil-military air traffic management system (CMATS) – a joint activity with the Department of Defence.

The OneSKY Commercial & Legal Branch is responsible for supporting the delivery of the OneSKY Australia Program through the provision of sound procurement, contract management, commercial governance and commercial risk management services. This is delivered through active engagement with the OneSKY Program Team, relevant stakeholders and by providing pragmatic, solution focussed support to the delivery of program objectives.

#### Primary Purpose of Position

As the Contracts Manager – Dependant Projects, you will report to the OneSKY Commercial and Legal Manager and work as part of a joint team combining Airservices and Department of Defence personnel.

Partnering with the OneSKY program teams you will be responsible for delivering commercial support, contract management and procurement services for a portfolio of contracts and activities in support of the objectives of the OneSKY Program.

You will support the Commercial and Legal Manager by providing high quality, outcome focussed and timely procurement and contract management services across the OneSKY Program, with a focus on the delivery of the Dependant Projects. The Dependant Projects team are responsible for the delivery of all Airservices infrastructure necessary for the successful implementation of the OneSKY capability.

You will form an integral part of the OneSKY Commercial and Legal Branch; be part of a high-performing and accountable team; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

## Accountabilities and Responsibilities

### Position-specific

- Provide ongoing contract management and procurement support to the Dependant Projects Contracts, including civil works agreements, panel contracts and service agreements
- Contribute to the development and implementation of sourcing and procurement strategies for the OneSKY Program
- Undertake procurement activities with functional leads
- Continuously improve the quality and timeliness of commercial and procurement outcomes
- Lead the management and resolution of commercial issues and change management, ensuring timely review and approval and/or reconciliation of contract variations
- Provide assistance to the contract execution process through provision of commercial governance activity support
- Strategically expand, preserve or improve procedures, standards or policies whilst adhering to regulatory guidelines
- Ensure that all stakeholders understand and adhere to all contractual obligations and governance requirements
- Identify, understand and provide mitigation strategies to manage OneSKY Program commercial and governance risks
- Translate commercial strategy into tactical goals and generate a shared sense of purpose within the OneSKY Program
- Ensure that executed contracts are communicated to all relevant parties to provide contract visibility and awareness and interpretation to support implementation
- Proactively escalate issues that have not been controlled to ensure work remains on plan
- Ensure that all decisions and outcomes are appropriately documented and recorded
- Act as an exemplar and role model for all matters relating to probity and compliance within the program, whilst promoting organisational processes and all legal and public policy considerations.

### People

- Lead, coach, develop others, with an emphasis on creating an accountable performance culture
- Maintain high-quality and productive relationship with Airservices leadership and Defence counterparts to ensure effective co-ordination of all activities in support of organisational objectives
- Provide strategic guidance, plan and build organisational capacity and resourcing of the branch.

### Commercial

- Meet the specific legal and commercial obligations for the Branch.
- Demonstrate sound financial management in respect to the Commercial & Legal to ensure value for money outcomes.

### Systems and Reporting Compliance, Reporting

- Drive implementation of enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

### Safety

- Demonstrate safety and behaviours consistent with enterprise strategies, and in accordance with work health and safety accountability requirements.

## Key Performance Indicators

### **Efficient, Effective and Accountable**

- Builds and maintains effective working relationships
- Provides team with clear direction, motivates and empowers others
- Takes responsibility for actions, outcomes and people
- Achievement of Branch objectives.

### **Commercial**

- Meeting Branch budget and performance targets
- Demonstrated value for money outcomes for commercial, legal and financial decisions

### **People**

- Engagement feedback demonstrating positive trends
- Training and development leading to tangible capability improvements for team members

### **Safety**

- Compliance with regulatory standards, safety, risk, environmental and any other standards.

## Key Relationships

### **As Contract Manager – Dependant Projects;**

- OneSKY Commercial and Legal Manager
- Airservices' Procurement and Supplier Relationship Manager
- The OneSKY Leadership Team
- Members of the Branch

### **As part of the OneSKY Australia Program**

- OneSKY teammates
- OneSKY stakeholders

## Skills and Competencies

- Formal qualification in legal, commercial, supply chain management or other similar business discipline(s).
- Demonstrated experience in managing complex procurements and contracts, including management and delivery of complex, interdependent procurement programs and services.
- Experience in the delivery of civil works projects, civil works procurements and management of construction contracts will be highly regarded.
- Demonstrated ability to draft and review contracts, reports and related documents, identify risk and provide advice on strategies to mitigate commercial and programmatic risk.
- Ability to evaluate ongoing commercial performance and identify critical success factors and instigate continuous improvement or corrective action activities.
- Demonstrated ability to drive, deliver and sustain large-scale transformation to achieve objectives in a complex environment.
- Demonstrated sound judgement and business acumen, with a focus on results in a service delivery environment.
- Demonstrated ability to communicate with influence.
- Proven ability to develop and present innovative solutions and influence outcomes.
- Demonstrated ability to establish and maintain strategic relationships to facilitate partnerships and cooperation.

- Demonstrated application of ethical behaviours, integrity, uprightness and honesty.
- Diversity of experience across the private and public sectors is desirable.

### Security Clearance

- Baseline Clearance (PROTECTED) or the ability to obtain a Baseline clearance within a reasonable time.

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.