

Role Description



Position Title Senior Contracts Officer

Position Number ECM137

Purpose of Role

Provide expert advice and implement effective contract and tender management services supporting the delivery of capital works projects.

Specific Responsibilities

Ensure timely and effective preparation and evaluation of tenders, negotiation with tenderers, recommendations to internal customers and management for approvals, preparation of contract documentation, issuance of award of contracts and decline notices, general commercial administration and contract management and close out of contracts.

Provide leadership, motivation and guidance to the contracts administration team to achieve outcomes, ensuring work is carried out in a professional manner.

Administer contract matters and documentation relating to supplier claims, disputes, invoicing/payments, correspondence, review meetings, backcharges, taxes, insurance, liability, indemnities, bonds and retentions.

Monitor and maintain effective contract supplier performance in terms of costs, quality, quantity, services, warranty and availability.

Develop and implement systems, methodologies and practices to support the effective management of contracts and tenders.

Research, resolve and manage specific, strategic or unusual complexities relating to tender and contract related matters.

Develop and implement systems, methodologies and practices to support the effective management of tenders and contracts.

Provide accurate and timely information and expert advice to assist manage the activities of staff to ensure Council contracts are managed effectively, efficiently and in accordance with relevant legislation and council procedures, policies and directives.

Work Experiences and Skills - essential

Experience in project and contract management/administration for infrastructure projects.

Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.

Demonstrated knowledge and skills in the principles and practices of contract administration based on AS2124, AS4000, AS4906 including the responsibilities of Superintendents Representative.

Demonstrated knowledge and understanding of contract standards, tender documentation, design drawings, specifications and schedules.

Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences - essential

Tertiary qualification in procurement, contract management or other relevant field.

Construction Induction Card competency that has been used or obtained within the past 2 years.

Current C class driver's licence.

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Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

