

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Contracts Officer
<b>Position number:</b>	372044, 005126
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 5
<b>Division/branch/section:</b>	Transport and Infrastructure / State Roads / Procurement and Contract Services
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager, Procurement and Contract Services

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### Position Objective

Provides authoritative advice and support in the effective coordination and management of procurement and contracting activities.

### Major Duties

- Provide authoritative general and compliance advice to support the delivery of the Agency's procurement activity.
- Preparation of tender and contract documents, including Request for Quotations and Request for Tenders.
- Effectively manage Agency tendering process including advertising approvals, records management, preparation and issuing of relevant tender documentation, advice to tenderers, and supplementary notices.
- Work collaboratively with, and provide high level client service and support to key internal and external stakeholders.
- Prepare and manage professional services contracts including registration of contracts in the Agency's Contract Management System, monitoring contract performance measures, and assisting Department Contract Officers in the effective use of the Professional Services Contract.
- Undertake general research and analysis and make recommendations regarding potential business improvement initiatives.
- Provide specialised support to the Principal Contract Officers and the Manager, Procurement and Contract Services.

## **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

The occupant will be required to work under general direction and supervision of the Manager, Procurement and Contract Services.

A requirement of this role is the ability to act with a degree of autonomy in daily activities whilst exercising a high degree of initiative, confidentiality and judgment within established guidelines.

State Roads insists on a collaborative and consultative approach, involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes. State Roads has a clear Vision of being an organisation that is:

- Accountable
- Innovative
- Focussed on its customers
- Respected
- A place we are proud to work

The person occupying this position will be committed to the achievement of this Vision and the Division Business Objectives by contributing to a positive work environment and modelling the Division's *Behaviours Commitment*.

It is expected that all State Roads employees will work towards providing efficient and effective customer service which is focussed on its customers' needs. As part of our commitment, the occupant of this position is responsible for managing all customer interactions appropriately, within agreed timeframes and in-line with the Customer Service Standards, available from

[www.transport.tas.gov.au](http://www.transport.tas.gov.au)

## **Selection Criteria (Knowledge and Skills):**

- Demonstrated experience in, or a detailed understanding of, government procurement processes and methodologies relating to goods and services and/or building and construction procurement with the proven ability to draft clear and accurate tender and contract documentation.
- Possesses highly developed organisational skills, including demonstrated ability to plan, set priorities, and coordinate activities and processes to achieve deadlines.
- Possesses high level oral and written communication skills, including an ability to undertake work within established guidelines and an aptitude to exercise initiative, sound judgement and a solution based focus in the provision of written and oral advice to project managers and stakeholders.
- Demonstrated ability to provide clear, authoritative and efficient advice and support to clients and a commitment to the delivery of a high quality service.
- Commitment to working in a values-based organisation demonstrated by an alignment with the purpose, culture and values of the department, and to upholding shared values through appropriate workplace behaviour.

## Position Requirements

### Pre-employment

- Nil

### Essential

- Nil

### Desirable

- Satisfactory completion of a Law Degree or an academic qualification that is recognised as being equivalent.
- Previous experience in government procurement and contracting.

## Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo)).