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POSITION DESCRIPTION

# Contract Manager

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| Position Level | 10 |
| Faculty/Division | UNSW Canberra (ADFA) |
| Position Number | 00030472 |
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## OVERVIEW OF RELEVANT AREA

UNSW Canberra delivers university services at the Australian Defence Force Academy under the unique partnership between the Department of Defence and UNSW.

UNSW Canberra is a leader in military education and research and the only military focused university college of this type globally with more than 2000 students, and 400 academic and professional staff. UNSW Canberra offers a diverse suite of degree programs at undergraduate, postgraduate, coursework and research levels, including specialised courses for Defence personnel and associated industry, including range of executive programs.

The Contract Management Unit is responsible for developing and implementing processes for the management of UNSW's contract with the Department of Defence for the provision of services at the Australian Defence Force Academy. The scope of activities includes contract management and governance, risk management, audit and assurance, coordination of annual planning processes, performance reporting, data management and analytics, contract record management, committee secretariat and compliance. The Contract Management Unit also provides related academic governance services.

### Position Summary

The Contract Manager is the head of the Contract Management Unit and is responsible for the production of high-quality contract documentation required under the AFDA performance agreement. Reporting to the Faculty Executive Director and working closely with the Deputy Faculty Executive Director the position of Contract Manager will:

- Lead, influence and develop a contract governance, risk and assurance function across the College in partnership with key executives including the Deputy Rector, and Associate Deans Research and Education and provide services to support governance, risk and assurance outcomes through the development of governance risk and assurance activities that are essential to the University's performance under the ADFA Agreement.

- Manage the identification, development and integration of Contract plans and reporting obligations into governance and risk processes to ensure operational planning, performance, compliance and strategic Defence alignment is achieved across UNSW Canberra while maintaining the foundation links to UNSW Sydney.

- Support improved outcomes for the UNSW Canberra community through strong networks and relationships across key governance, risk and performance initiatives within the management of the Contract.

- Oversee delivery of effective governance support for the conduct of the business of governance committees at UNSW Canberra.

The position of Contract Manager will lead a team of 7 staff.

## Accountabilities

Specific accountabilities for this role include:

1. Manage the Contract Management Unit to provide staff with the required speciality and focus to execute the corporate responsibilities under the Defence Contract through governance, risk, performance, and assurance objectives that achieve a consistently excellent level of performance.
2. Provide timely, frank, expert, and strategic advice to executive staff of the College to ensure the governance, risk and performance frameworks are fit for purpose, support decision making and achieve alignment of strategic objectives.
3. Lead the preparation and delivery of written and verbal reports/plans, including Contract Deliverables required under the Contract, and associated operations, that promote cross-organisational knowledge and facilitates review and collaborative discussions that grow the Defence University partnership.
4. Drive effective contract management via good communication, mutual respect, collaboration, trust, and accountability with Commonwealth officers, in particular the ADFA and the Department of Defence.
5. Further refine and implement a quality assurance program based on the UNSW internal audit framework and support the effective progression of strategic recommendations and initiatives.
6. Ensure governance and risk management strategies comply with applicable legislation, Commonwealth Government policy, Australian standards, Contract obligations and the strategic priorities of UNSW Canberra.
7. Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
8. Lead and develop a healthy workplace environment including the implementation of the UNSW Health and Safety management system within your area of responsibility.

## Skills and Experience

1. Tertiary level qualification in a relevant discipline, preferably with relevant master's level qualifications.
2. Demonstrated experience in the development and delivery of contemporary, evidence-based contract management, governance, risk and assurance frameworks to achieve objectives within established timeframes in a complex environment.
3. Demonstrated leadership in building committed teams by demonstrating personal conviction; proven experience translating strategy into meaningful long terms plans and objectives for the delivery of services; and the ability to motivate others to deliver against new objectives.

4. Demonstrated creativity, innovation and influence in generating new ideas, drawing on a range of information sources, using analytics to encourage others to adopt ideas (often through indirect chain of influence), and the ability to translate creative ideas into sustainable business as usual activities.
5. High level skills in computing packages Microsoft Excel and Word, and experience with record management systems.
6. Proven analytical, high level planning, problem-solving, organisational and implementation skills with a strong contextual awareness, demonstrated through rational and sound decision making.
7. Highly developed written communication skills, demonstrated through executive briefs, corporate reports and risk assessments.
8. Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.