

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Principal Contracts Officer
Position Number:	524787, 526165, 526166
Classification:	General Stream Band 7
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure – Commercial Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Manager Contract Services
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Minimum five years' experience in the delivery of infrastructure related procurement and contract management activities, preferably in a public sector environment
Position Features:	May be required to work outside normal business hours

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Principal Contracts Officer will support divisional procurement and contracting activities by providing authoritative advice and developing and administering procurement and contract management processes to ensure the achievement of the broader outcomes required of the Infrastructure division in the delivery of the Tasmanian Health infrastructure program.

Duties:

1. Provide high level advice and support to the Manager Contract Services in relation to procurement, contracting and dispute resolution activities.
2. Produce complex legal documents for infrastructure related consultancies, minor and major works construction contracts, maintenance contracts and contract variations with an emphasis on drafting Australian Standard Contracts such as AS 2124 and other contractual instruments and in compliance with Tasmanian Government procurement guidelines.
3. Liaise with the Office of Crown Solicitor to ensure a consistent, co-ordinated and effective approach to the provision of legal services to the division.
4. Undertake research into contemporary risk and contract management issues and emerging trends in the public and private sector.
5. Undertake specific contract management functions as required, including:
 - supporting evaluation panels and/or contract management committees and/or
 - maintaining procurement and contracting systems and/or
 - procuring and managing consultants to provide superintending and contract administration services across infrastructure projects ensuring alignment with project time, cost and quality constraints.
6. Assist with the compliance reporting of all contracts awarded by the division, as well as exemptions issued under the Treasurer's Instructions.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. 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.

Key Accountabilities and Responsibilities:

The Principal Contracts Officer will work under broad direction from the Manager Contract Services with a high level of individual responsibility and autonomy. The occupant will:

- Exercise initiative, discretion and judgement within the field of expertise.
- Maintain the highest standards of quality, accuracy and timeliness of advice and ensure the effective and efficient use of resources.
- Carry out complex tasks, sometimes of a sensitive nature, in an environment subject to competing demands and change.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the

Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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.

Selection Criteria:

1. Significant experience in government procurement and commercial dealings with the proven ability to draft tender and contract documentation for goods and services, building and construction activities and the engagement of a range of consultants as well as a demonstrated ability to interpret legislation and manage contractual disputes.
2. Demonstrated experience in ethical decision making, including an ability to maintain the highest levels of integrity and provide appropriate advice on all aspects of procurement, contract development and contract management tasks.
3. High level strategic, conceptual, analytical and creative skills as well as the ability to work autonomously within a dynamic environment that is at times subject to work pressure, tight deadlines, competing priorities, ambiguity and change.
4. High level interpersonal, advocacy, negotiation and conflict resolution skills and an ability to build effective relationships, represent the Agency and identify and negotiate mutually acceptable solutions in situations of differing interests.
5. High level written communication skills demonstrated by the capacity to communicate complex and sensitive information accurately, clearly and succinctly in a wide range of documents.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).