



POSITION DESCRIPTION

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| Position Title | CONTRACTS ADMINISTRATOR | Position No. | 50051466 |
| Team | Product & Content Technology | Classification | Administrative/Professional |
| Department | Information Technology | Schedule Roster Cycle | Schedule A Non-Rostered |
| Location | Ultimo | Band / Level | Band 5 |
| Reports to | MANAGER, CONTRACTS P&CT 50057194 | HR Endorsement | 28/04/2021 |
| Purpose | | | |

Provide contract administration and management support for the Contract Management team in an accurately and timely manner; and coordinate and maintain accurate administration of Software Licenses.

Key Accountabilities

- Track and administer assigned software licensing agreements within P&CT to ensure cost efficiencies.
- Under general direction, coordinate the true-ups and true-downs of licenses variations and provide budget forecasting information to Cost Centre managers and the ABC Finance Team.
- Monitor and report the usage of applications and license coverage to ensure the ABC is optimising contracts and licenses.
- Assist with the analysis of software assets and identify opportunities to co-term and consolidate software requirements.
- Review contracts, invoicing and approval records, and coordinate tasks to ensure contract licensing obligations are being met.
- Maintain the P&CT contracts register and ensure contracts, proposals and statements of work are properly entered and securely maintained.
- Contribute to the procurement, planning and negotiation activities with suppliers and service providers to ensure contractual deadlines and end-dates are effectively managed.
- Liaise with the Finance Team to assist in the control of contract costs, budgeting and forecasting.
- Support accurate administration of the Contract Management System ensuring records are up to date and data is accurately entered and maintained.
- Contribute and support the Contract Management Strategy within P&CT.
- Work with ABC Legal and Finance to ensure applicable ABC policies and processes are followed.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualification (associate diploma or degree) in contract administration, business, legal, or project management and/or equivalent skills, knowledge and experience in a similar role.
2. Proven experience working as a Contracts or Software Administrator (preferably in a digital or technology environment). Prior experience as a Project Coordinator will also be considered.
3. Accomplished understanding of contractual frameworks, together with strong commercial and financial acumen.





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4. Well-developed organisational skills with a strong focus on attention to detail and the ability to work effectively under pressure, prioritise multiple tasks and deliver to strict deadlines.
5. Accomplished communication skills with the ability to establish proactive relationships with internal and external stakeholders.
6. Accomplished interpersonal skills with demonstrated ability to work as part of a high-performing and supportive team in a dynamic environment.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.