

MELBOURNE WATER POSITION DESCRIPTION

Contracts Coordinator

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Lead, Delivery Procurement	This role has nil direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Contracts Coordinator is responsible for the implementation, administration and continuous improvement of procurement plans to support the ongoing delivery of works for Waterways and Land activities.</p> <p>The role will be responsible for the implementation of category level sourcing strategies, lower value tender activities, contract administration, contract management for goods and services in an operational environment and supplier relationship management procedures.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> Identify and lead sourcing projects for goods and services Develop and manage lower value tenders ensuring objectives of tender are implemented and tracked Establish, negotiate and manage supplier performance against contractual obligations Manage existing contracts, ensuring that goods and services are delivered in full and on time Use existing procurement procedures to coordinate contract approval process, and communicate changes to internal teams Monitoring performance of vendors through KPIs and making recommendations for management and improvement Analyse and report on specific risks associated with contracts Identify procurement improvement opportunities to aggregate expenditure into commercial outcomes Assist in the management of key relationships with contractors including KPI management Assist with evaluations for business cases and strategic initiatives by providing analytical support as required Develop and implement supply management and supplier process improvement projects Champion procurement tools and process and provide advice and options to influence teams Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. 	
KEY RESPONSIBILITIES	KPIs
<p>Source to contract</p> <ul style="list-style-type: none"> Engage and understand internal team needs and ensure their requirements are specified in goods and services tender activities Conduct market research and analysis to identify suppliers, new goods or services and innovative solutions and reach practical solutions for identified needs 	<ul style="list-style-type: none"> Approved sourcing strategies Timeliness of source to contract process
<p>Contract Administration</p> <ul style="list-style-type: none"> Maintain contracts and associated documentation to ensure system compliance Manage contract amendments as appropriate Manage approved vendor list and processes 	<ul style="list-style-type: none"> Variations are completed and communicated Approved vendor lists are maintained

Job level: EA 5
 Assessed by: P&C
 Date Assessed: Feb 2020
 Last reviewed date:

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Contracts Coordinator

Contract Management <ul style="list-style-type: none">• Develop and implement contract management plans• KPI management• Understand contractor management policy and provide advice to teams to ensure compliance and improvements in quality and safety outcomes	<ul style="list-style-type: none">• Successfully manages audit non-conformances and improvement opportunities
Relationship Management <ul style="list-style-type: none">• Coordinate Panel/contract forums• Establish and maintain collaborative supplier relationships• Understand and utilise existing procurement policy and procedures to influence and provide advice and options to internal teams	<ul style="list-style-type: none">• Demonstrated through benefits of strategic supplier relationships

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Relevant procurement experience and highly developed negotiation skills
- High level of attention to detail and business acumen
- Strong communication and conflict management skills
- Ability to be proactive and work independently or as part of a team
- Demonstrated experience in the use of procurement and contract management systems
- Demonstrated experience in building and maintaining relationships with internal and external stakeholders and vendors

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Waterways and Land Delivery teams
- Procurement Business Partner and team members

External

- Contracted service providers, vendors and other specialists

SALARY RANGE:

- EA salary level 5

OTHER COMMENTS:

This role requires the following:

- Criminal Records Check
- Medical Assessment
- Victorian Driver's License
- Periodic travel between Melbourne Water sites

Location: Regional location as agreed, with travel to other sites as required

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