



POSITION DESCRIPTION

POSITION TITLE	Contracts Officer (up to 0.6 FTE fixed term)
DIVISION	Operations
DEPARTMENT	Business Enablement
REPORTS TO	Senior Procurement and Contracts Lead

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

BUSINESS ENABLEMENT DIVISION

This role is within the Business Enablement department, which supports BSL in the areas of risk management, strategic/enterprise project management, procurement and contracts, data and reporting and business analysis.

POSITION PURPOSE

The Contracts Officer is tasked to gather organisation wide contracts and agreements and enter the details and contractual obligations into the contract management software. The role will work closely with the Senior Procurement and Contracts Lead and other stakeholders across the organisation to complete the uplift of the contract management repository. Additionally, the Contracts Officer will train department users on how to perform this activity themselves.

KEY RESPONSIBILITIES

- Gather contracts and agreements from stakeholders across BSL.
- Enter relevant contract information into the contract repository, assigning contractual obligations to the relevant stakeholders.
- Save copies to the repository.
- Assist with developing and documenting workflows within the software to align with the procure to pay process.
- Train the department users to use the contract repository software.
- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- In collaboration with manager, set goals and objectives to ensure outcomes are met.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require indirect contact with children and/or vulnerable individuals.
- Other duties as required.

SCOPE OF RESPONSIBILITY

Direct Reports 0

KEY SELECTION CRITERIA

Career Experience:

- A current university student or recent graduate with prior experience and an understanding and knowledge of contractual clauses, obligations and administration.
- Possess strong analytical and organizational skills, with excellent verbal and written ability.

Personal Qualities:

- A driven and motivated self-starter with exceptional stakeholder management (customers/stakeholders/sponsors) skills and ability to seek out relevant persons and information.
- Strong communication and negotiation skills, with the ability to build and maintain effective relationships with stakeholders at all levels.
- Well-developed understanding of legal terminology.
- Ability to effectively work within complex environments.
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Minimum requirements – currently undertaking or recent graduate from a tertiary qualification from an accredited college or university in a relevant field of study.
- Currently undertaking or recent graduate qualifications in a related discipline.
- Previous experience understanding legal terminology within contracts and agreements.
- Familiar with use of Microsoft Office and other relevant software.
- Specific work/project related requirements may include weekend work, evening shifts, public holidays, work-based travel, after hours on call, attendance at a variety of different work locations.

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required or Australian Citizenship.
- A satisfactory Police Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.