

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Contracts Officer
Position Number:	526167
Classification:	General Stream Band 5
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 Contracts Services
Effective Date:	June 2022
Check Type:	Annulled
Check Frequency:	Pre-Employment
Desirable Requirements:	Legal office or contract and procurement experience Strong organisational skills and experience including maintaining Electronic Document Management or Contract Management Systems to ensure sound contract and records management
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 Contracts Officer will:

- Undertake high level administrative, contract and procurement services to support the effective coordination and management of procurement activities within the team.
- Provide support and coordination of day to day operational tasks in relation to procurement and contracting managed by the Contract Services Team.

- Act as Systems Administrator for the Open Windows Contract Management System, activities include liaising with the system vendor, resolving and actioning system configuration changes and manage systems testing, updates and integration with other Agency business systems.
- Maintain the inputting and currency of data into the Department's Contract Management System (Open Windows), undertake data analysis and make recommendations for changes to Open Windows System architecture to improve and refine business processes.
- Prepare procurement and contract documentation and contribute as a member of the Contract Services Team and provide definitive advice to Procuring Officers across the Department in managing procurements of complexity relating to Health infrastructure.
- Provide a liaison point for project managers and contractors in relation to contract interpretations and dispute resolution processes.

Duties:

1. Undertake high level administrative, contract and procurement services associated with the engagement, contract administration, performance monitoring, and reporting of all contracts managed within the Infrastructure group.
2. Act as System Administrator for the Department's Contract Management System (Open Windows) by registering and maintaining procurement and contract information, identifying anomalies and errors, and providing solutions including systems improvements.
3. Provide support and guidance to Project Managers in relation to their management of procurement issues and drafting of Request for Quotations, Request for Tender documents, and other key documentation as required.
4. Draft a range of legal instruments, including letters of engagements, contract for services, Official Orders, deeds of agreement and other legal agreements as required.
5. Develop, establish, and maintain clear communication and consultation channels and processes with staff and management, including providing contract and procurement advice to a range of internal and external stakeholders.
6. Undertake research, investigations, and analysis, either individually or in conjunction with other staff, and contribute to the development of solutions and recommendations regarding potential administrative and business improvement initiatives.
7. Undertake quality checks and suggest improvements to documents including procedures, briefs, reports, research papers, presentations, and other operational documents.
8. Coordinate the flow of information coming in and out of office by maintaining the Infrastructure Contract email box.
9. 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.
10. 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 Contracts Officer will work under the general direction from the Manager Contract Services, working autonomously and with minimal supervision expected on day-to-day tasks.

The occupant will:

- Exercise initiative, discretion, and sound judgement in undertaking the duties of this role, including maintaining the highest standards of quality, accuracy, and timeliness of procurement and contracting services and advice to the team, management, and internal and external stakeholders, providing recommendations and solutions to complex operational issues.
- Ensure work undertaken is well-organised and conforms to well-established, evidence-based practice and within established policies, procedures, and guidelines.
- Work effectively, both independently and as a member of a team, to foster a productive work ethic and positive workplace culture.
- 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. Demonstrated knowledge of and experience in Government procurement processes and procedures, including Request for Tender and Request for Quotation preparation and evaluation and contract management.
2. Demonstrated knowledge and experience in providing high level administrative support services, including the ability to prepare documentation such as contracts, legal instruments, quotation and tender requests.
3. Well-developed IT skills, including the ability to use a variety of computer databases, be efficient in the use of Microsoft Office software and can coordinate and manage the flow of information within the team.
4. Demonstrated ability to provide informative and accurate advice on Tasmanian Government procurement guidelines and interpret documents and procedures relating to procurement and contract management.
5. Well-developed coordination and research skills, together with the ability to set priorities, meet deadlines, manage a diverse and often competing workload, demonstrating initiative, judgement, discretion, and sound problem solving/decision making skills to achieve service delivery objectives.
6. Effective high level interpersonal and communication skills, both oral and written, together with the ability to negotiate and liaise with staff, management, internal and external stakeholders showing diplomacy.

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](#).