



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Contracts Officer	Level	7
Business Unit	Financial Services	Position Number	00066, 00072, 01428
Directorate	Corporate Services	Date Established	September 2011
Reporting to	Coordinator Contracts Administration and Purchasing Services	Date Updated	January 2025

2. KEY OBJECTIVES

- Provide direction and specialist advice on a range of contractual issues related to the acquisition of goods and service for the City, contractual obligations and risk mitigation measures.
- Provide support to the Coordinator Contracts Administration and Purchasing Services in the day-to-day operations of the unit.

3. KEY ACCOUNTABILITIES

- Ensure compliance with statutory requirements and City protocols for tendering and contracts.
- Ensure reports to Council and Executive Management are prepared in accordance with the required format, are accurate and are completed in a timely manner.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with WHS legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES:

ACTIVITIES

Outcome: Contract administration

- Administer tender/contract procedures in accordance with statutory requirements, Council policies and City Protocols.
- Review and initiate improvement to tendering and contract processes adopted by the City.
- Contribute to the development of tender and contract documents and the calling of tenders or quotations in accordance with Council policies.
- Provide support to internal employees in all areas of Contract administration, party obligations and dispute resolution.
- Monitor the evaluation of contractor performance, scheduling and key performance indicator reviews and provide advice to business units on any appropriate action to be taken.
- Provide support to internal clients and assist in implementation of awarded contracts
- Provide advice to business units on procurement and contract planning.
- Provide advice and recommendations to senior management regarding the appointment of consultants and engagement of contractors.
- Liaise with WALGA regarding the tender or preferred supplier process.

Outcome: Operational

- Develop, monitor and review contract procedures, specifications and guidelines in accordance with corporate objectives.
- Assist in the development of adequate contract documentation and risk minimization procurement processes.
- Provide accurate and timely responses to correspondence and enquiries associated with area of responsibility.
- Participate in and oversee the evaluation of tender submissions.
- Prepare tender evaluation reports.
- Prepare reports to Council and Executive Management.
- Establish appropriate documentation for award of Contracts.
- Provide training and consultancy services to City employees and external clients on tender and contract policies, processes and procedures.
- Administer the City's Electronic quotation system.
- Assist the Coordinator, Contract Administration and Purchasing Services in the day-to-day operations of the Business Unit.
- Research, develop and assist with the implementation of complex contract and purchasing policies, protocols and risk minimization and management processes.
- Pro-actively monitor and review existing protocols and procedures.
- Develop procedures to effectively implement approved policies, processes and protocols where necessary.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills/Knowledge, Experience and Qualifications:

Highly Developed Skills in:

- Time management and organisation.
- Written and verbal communication, including high level report writing.
- Analytical skills including identification of problems and assessment of alternative solutions.
- Research and interpretation.
- Negotiation and conflict resolution.
- Interpersonal and customer relations.
- Computer literacy / keyboard skills including Microsoft suite Office.

Knowledge:

- Comprehensive knowledge of tender and contract administration processes and techniques in a complex multi-disciplinary environment.
- Comprehensive knowledge of competitive tendering, benchmarking, continuous improvement and quality assurance principles.
- Comprehensive knowledge of contract law and dispute resolution processes.
- Thorough knowledge of the Local Government Act 1995 and Regulations as they apply to tendering and contract management.
- Working knowledge of accounting principles and budgetary processes.
- Working knowledge of the various Australian Standard Conditions of Contract.

Substantial Experience in:

- Tendering processes.
- Contract administration.
- Development of procedures, guidelines and specifications for the supply of a wide range of goods and services.
- The delivery of quality customer service.

Qualifications/Clearances:

- Tertiary qualification in Business Management or qualification in relevant discipline and or substantial experience in procurement.
- Current West Australian C Class Drivers Licence.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available on complex or unusual matters.
- Required to set outcomes for which they are responsible so as to achieve the objectives of the department and City.
- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment.
- Responsible for decision making in work area and the provision of expert advice.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- Asset Management
- Infrastructure Management Services
- Operation Services
- All other business units

External:

- Consultants
- Contractors
- Suppliers
- Western Australian Local Government Association (WALGA)
- Other Local Governments

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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