

Position Title	State Service Contracts Coordinator
Position Number	3035
Division	Services
Branch	Service Delivery Agreement (Commonwealth)
Special Conditions	Full time - subject to ongoing funding
Salary Level	Level 8
Reports to	Group Manager Services

#### Position Objectives

1. Coordinate, communicate and report across the Service Delivery Arrangement (SDA) Contract between the NIRC and the Commonwealth of Australia
2. Support the long term strategic growth of the Regional Council by overseeing the SDA contract management objectives of the organisation
3. Develop a Risk and WH&S Management system for all SDA services delivered by Council.
4. Monitor and assist in the preparation of budgets and any variations submitted to the Commonwealth.

#### Key Accountabilities

1. Contract Management – SDA Services  
Scope, oversee and review the contract requirements by:
  - taking into account all associated risks and risk mitigation strategies
  - coordinating and providing directions and guidance to service areas on contractual matters
  - reporting regularly and as required under regulatory requirements to the Group Manager Services
  - monitoring contract performance and compliance in accordance with management and risk plans, policies and procedures
  - oversee and monitoring the operations, staffing and and budgets of all services
  - establishing and maintaining strong business relationships with key stakeholders and suppliers including managing enquiries, issues, disputes, variations, risks, and supplier negotiations
  - researching and analysing related information including providing activity and performance reports
  - compose and maintain up to date contract/commercial documentation including policies, procedures, data and records
  - provide draft reports as required under the SDA, to Group Manager Services

Capabilities	
<p>2. Project Work as agreed with Group Manager Services</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in contract/commercial management</li> <li>• Sound working knowledge of contract/commercial management processes and techniques</li> <li>• High level interpersonal skills, including the ability to liaise effectively with a range of stakeholders in providing expert contract/commercial advice which achieves desired outcomes</li> <li>• Advanced use MS Excel and financial databases and reporting systems</li> <li>• Demonstrated experience to identify continuous improvement and innovation opportunities in processes to improve effectiveness and efficiently</li> <li>• Demonstrated experience to work under limited direction, including experience in planning, prioritising and organising own workload for self and others to achieve goals and deadlines</li> <li>• Working knowledge and understanding of legislation relating to contract management</li> <li>• Working knowledge of audit regulations and risk management frameworks</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>• Degree or Diploma or higher qualification in government administration, commerce, finance, business or other related area</li> <li>• Minimum 5 years experience in contract monitoring, maintaining and compliance matters</li> <li>• Literacy in Finance and data management systems and Microsoft office applications</li> <li>• Class C drivers licence</li> </ul>	
Acknowledgement	
<p>This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes</p>	
Date Authorised	January 2019