

POSITION DESCRIPTION

Contracts Officer
(POS2665 & POS2666)

Directorate:	Corporate Support	Department:	Procurement
Position Grade:	Grade 10	Reports to:	Contracts Lead
Last review:	July 2024	Next review:	July 2026
		Version No.:	3.0

Position purpose:

Assisting with the management and coordination of Council's contracts in order to meet internal and external customer requirements in a timely manner and in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing support and advice in relation to contracts, renewals and contract variations.
- 2) Assisting in contracting activities, including:
 - Assist with the preparing of contract documents for signature for selected tenders, under the supervision of the Contracts Lead and key stakeholders;
 - Maintaining the contract management system and contracts register;
 - Maintenance of Council's Contracts Register for the purposes of the *Government Information (Public Access) Act 2009*;
 - Ongoing contract support.
- 3) Administer contracts in accordance with the contracts management framework.
- 4) Interpret and explain contract requirements and terms and conditions to stakeholders to support compliance and good governance with contract management.
- 5) Assist with quarterly reporting on contracts
- 6) Assist with establishing and maintain stakeholder and supplier relationships to identify and minimise risk.
- 7) Ensuring Council policies and procedures are being followed in the contract process and identifying areas for possible policy/process improvement.
- 8) Assist the Contracts Lead to maintain the currency of Council's customer-facing contract information such as policies, procedure, forms, registers, Council's intranet.
- 9) Assist with contract variations and contract extensions.
- 10) Monitor and maintain the contract management system.
- 11) Maintaining knowledge and understanding of the Local Government Act 1993 and Local Government (General) Regulation 2021 particularly as it applies to contract activities.
- 12) Other duties as directed.

Decisions made in the position:

- 1) All matters in relation to the day-to-day management of the contracts
- 2) Decisions within delegated authority

Decisions referred:

- 1) Matters which have an impact beyond the procurement and contracts sub-unit

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2) Decisions outside delegated authority

Key issues/challenges:

- 1) To provide an efficient and effective contract service that results in a high level of client satisfaction
- 2) To support the contract processes in a professional, consistent and transparent manner.
- 3) Monitor the contract management system
- 4) Identify opportunities to enhance the performance and service delivery of the procurement and contracts unit.
- 5) Manage and prioritise multiple tasks, ensuring that key deadlines are met.
- 6) Communicate and liaise with a large and diverse group of internal and external stakeholders
- 7) Ensuring all stakeholders understand and observe Council policies and procedures.

Key working relationships:

- CEO, Directors
- Procurement team
- Manager Strategic Procurement & Contracts
- External stakeholders
- All Council employees
Suppliers, Contractors, Consultants

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant vocational experience and/or qualifications deemed equivalent in areas such as contract management, and demonstrated capability to undertake assigned responsibilities.

Experience

- Demonstrated experience in the execution and administration of the contract process
- Demonstrated experience in providing advice and guidance to clients on contract processes
- Experience in using an Enterprise Management Systems (e.g. Technology One, SAP)

Knowledge and Skills

- Sound knowledge of the Local Government (General) Regulation and Council's policies and procedures or demonstrated ability to acquire the knowledge and skills required
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated communication skills, both oral and written

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Local Government experience will be highly regarded

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous