



HSS Registered

**Manager Contracts**  
**Health Salaried Officers Agreement, Level G-10**  
**Position Number: 115337 and 115338**  
**Contract Management / Corporate and Clinical Contracting Unit**  
**South Metropolitan Health Service**

**Reporting Relationships**

Chief Executive, SMHS  
 Position Number: 000001



Executive Director Contract Management  
 Award Level: Class 2  
 Position Number: 115193



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Senior Contract Manager (Clinical)	HSO, Level G-9	1.0
• Senior Contract Officer	HSO, Level G-6	4.0

← Also reporting to this supervisor:

- Director FSH Contract management, Level G-12, 1.0 FTE
- Manager Contracts (PHC), Level G-10, 1.0 FTE
- Manager Contracts, Level 10-10, 1.0 FTE
- Business Coordinator Level G-5, 1.0 FTE

**Key Responsibilities**

Provides leadership and manages all aspects of the operation of the Corporate & Clinical Contracting Unit. Conducts procurement activities and the performance monitoring and management of high risk and complex contracts for the provision of health services to the public and supervises other staff in the performance monitoring and management of other Private Sector contracts. Works with other areas of the SMAHS in regard to advice on contracting for health services.

## Brief Summary of Duties (in order of importance)

### 1. Management

- 1.1 Manages the physical, financial and human resources of the Corporate & Clinical Contracting Unit.
- 1.2 Manages the negotiation and consultative processes with service providers.

### 2. Contract Performance and Monitoring

- 2.1 Conducts the performance monitoring and management of high risk and complex contracts and directs and manages the staff in the Unit in relation to:
  - Selection, collation, and analyses of data (including clinical indicators) that describe performance against contractual specifications.
  - Identification and monitoring crucial performance indicators for the contracts.
  - Formulation and application of agreed management plans for remediation of performance shortfalls.
  - Facilitation of meetings between providers and the health service, scheduled and ad-hoc.

### 3. Preparation, Formation and Amendments to the Service Provision Contract

- 3.1 Undertakes procurement of and variations to contracts and directs and manages the staff in the Unit in relation to:
  - Identification of client needs and the development of service provision options.
  - Conducting cost-benefit analyses.
  - The preparation of service and procurement plans based on the purchasing planning conducted by other senior staff in the Area Health Service.
  - Identification of issues impacting on the contracting process.
  - Monitoring compliance with contractual and procurement policy requirements.
  - Directing and participating and supporting a range of negotiating teams in the negotiation process.

### 4. Provision of advice to the Unit and other Area Health services related to Contracts and other contractual arrangements

- 4.1 In the context of advanced knowledge of past contractual performance, provide expert advice to the unit and senior staff in the Area Health Service on:
  - Available choices at service provision termination (extend, renew, cease etc.)
  - Conduct extensive reviews of and report on contract performance.
  - Provide reflective assessment of contract evaluation.

### 5. SMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 6. Undertakes other duties as directed.

**Work Related Requirements**

**Essential Selection Criteria**

1. Substantial experience in procurement and contract management of performance based service delivery contracts in a complex organisational environment.
2. Excellent interpersonal, verbal and written communication skills including negotiation skills.
3. Excellent problem solving skills including conceptual and analytical ability.
4. Demonstrated research and evaluation skills with a qualitative and quantitative component.
5. Considerable experience in providing a senior leadership role to staff regarding management of contracts.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**Desirable Selection Criteria**

1. Tertiary Qualifications in a relevant discipline.
2. Experience in the monitoring, and evaluation of performance against service delivery plans for health related contracts.

**Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>
..... <b>Date</b>			
..... <b>Dept. / Division Head Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>
..... <b>Date</b>			
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
..... <b>Occupant Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>
..... <b>Effective Date</b>			
<b>HSS Registration Details (to be completed by HSS)</b>			
..... <b>Created on</b>	..... <b>Last Updated on</b>	08/07/2016 HE38566	