

Job Description Form

Classification Evaluation Date:

Current Version Date: 10 May 2017

Contract Administration Coordinator

Position Number: GENERIC
Classification/Level: Level 3
Award/Agreement: PSGOGA 2014
Organisation Unit: Funding
Physical Location: West Perth

This Position Reports To:

Position Number: Various
Position Title: Various
Classification/Level: Level 7

Positions Under Direct Supervision:

Level/ Title: Nil

Organisational Context

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Established in 1993 under the Disability Services Act 1993, the Commission provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

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Values:

- Commitment — to our vision for people with disability and their families
- Respect — values cultural diversity and encourages everyone's unique contribution
- Integrity — is honest and truthful about decisions and actions
- Working together — works together cooperatively to get things done and pursue our vision
- Openness — decision-making and communications are clear and transparent
- Leadership — actions reflect leadership responsibilities
- Accountability — are openly accountable for decisions and actions
- Continued learning — are committed to a culture of excellence and continued learning.

The Commission is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

Key Work Description

This position reviews and quality controls funding and payment-related documentation. Ensures high quality data entry and budget information using Commission financial databases, produces relevant documentation including reports, and manages workflow, information and systems to enable the Commission to provide funding to service providers.

The position works within a team of staff responsible for the allocation, processing and distribution of funding to a wide range of stakeholders across Western Australia responsible for the timely and effective provision of services and supports to individuals with disabilities, their families and carers.

Work Description

This section outlines the results and outcomes required of an individual in this position.

1.0 Quality Control

- 1.1 Reviews funding related documentation to ensure compliance with Commission policies and correct allocation of funds.
- 1.2 Quality assures a wide range of financial proposals, including but not limited to, grants, non-recurrent payments, project proposals, vehicle funding proposals, modification proposals and block funded arrangements.
- 1.3 Identifies issues for correction and/or further development of documentation or proposals and raises these with relevant stakeholders.
- 1.4 Liaises with a wide range of external stakeholders to achieve corrections or further documentation.
- 1.5 Ensures all payment documentation complies with internal audit requirements.
- 1.6 Undertakes audits and compliance checks in relation to service providers as directed by the Manager.

2.0 Financial Data Management

- 2.1 Undertakes entry of financial data into Commission finance management and information systems, as directed.
- 2.2 Raises individual payments and processes allocation of funding on financial tracking sheets and Commission databases.
- 2.3 Conducts quality control checks and undertakes problem solving in relation to issues regarding finance management systems, branch budgets and tracking sheets.
- 2.4 Identifies anomalies and raises these with appropriate management.

3.0 Produce Documentation and Administer Contract Variations

- 3.1 Creates documents necessary to secure appropriate approvals that comply with Commission policies, including those on delegation.
- 3.2 Creates, collates and distributes documentation for contract variations and the release of funding to service providers.
- 3.2 Produces contract variations in relation to non-financial issues as directed.
- 3.3 Ensures all documentation raised is to a standard that meets Commission, Treasury and audit requirements.

4.0 Manages Workflow and Provides Operational Support

- 4.1 Actively tracks the progress of relevant approval and release of funding documentation with the Commission and external organisations/other stakeholders.
- 4.2 Provides information on Commission processes and liaises with service providers as directed.
- 4.3 Researches and sources information regarding individuals or organisations as directed.
- 4.4 Produces and reviews documentation related to the conduct of Directorate processes, including the annual output reconciliations, as directed.

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4.5 Provides a support role to the team as required.

4.6 Supports management in providing budget information for related decision-making.

5.0 Reporting

5.1 Provides routine reports on workflow and progress against Commission-wide targets and time goals for processing.

5.2 Produces timely reporting, based on Commission financial databases and information systems in relation to service providers, individuals, funding sources and budget tracking as required.

Work Related Requirements

In the context of this position, able to demonstrate:

Experience

Essential

- Demonstrated experience and knowledge of database systems.

Desirable

- Contract management or contract administration experience.

Knowledge/Skills/Abilities

Essential

- Well-developed Microsoft Office Suite skills with a focus on Excel, Access and Word.

- Demonstrated ability to work collaboratively to achieve common goals in the interest of individuals with disability, their families and carers.

- Ability to manage a dynamic workflow, both independently and as part of a team.

- Well developed problem solving skills and ability to use initiative.

- Highly developed oral and written communication skills.

Special Equipment Requirements

Appointment is subject to a satisfactory National Police Clearance.

Certification

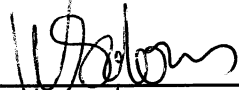
Sam Ciminata, Executive Director Business & Funding.

Signature

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Date

10/5/17

Disability Services Commission	
JDF Registration	
Sign	<u></u>
Date	<u>10/5/17</u>