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|  |  |  |  | |  | | --- | | **Contract Administration Coordinator** | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **This Position Reports To:** | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | **Positions Under Direct Supervision:** | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | **Organisational Context** | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | The Department of Communities is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.   Disability Services is a division of the Department of Communities and under the Disability Services Act 1993, it 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 Department 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. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | The Department 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.  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 Department 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. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **Key Work Description** | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | This position reviews and quality controls funding and payment-related documentation. Ensures high quality data entry and budget information using Department financial databases, produces relevant documentation including reports, and manages workflow, information and systems to enable the Department 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. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **Work Description** | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | This section outlines the results and outcomes required of an individual in this position. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **1.0 Quality Control** 1.1 Reviews funding related documentation to ensure compliance with Department's 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 finance management and information systems, as directed. 2.2 Raises individual payments and processes allocation of funding on financial tracking sheets and 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 Department's 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 Department, 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 Department and external organisations/other stakeholders. 4.2 Provides information on Department 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 the processes of the assigned Directorate, including the annual output reconciliations, as directed by the Directorate's relevant manager. 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 Department targets and time goals for processing. 5.2 Produces timely reporting, based on Department financial databases and information systems in relation to service providers, individuals, funding sources and budget tracking as required. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **Work Related Requirements** | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | In the context of this position, able to demonstrate: | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **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. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  |  | |  | | --- | | **Special Requirements / Equipment** | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  | | --- | | Appointment is subject to a satisfactory National Police Clearance. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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