



Senior Contracts Officer

Branch:	Procurement and Fleet Management
Directorate:	Finance and Procurement Services
Position Number:	00025329
Classification:	Level 5
Physical Location:	Brown Street, East Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers CSA General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [Fresh Thinking](#) and finding better ways of working

We set [Clear Direction](#) and have the courage to follow through

We work together to deliver [Excellent Service](#)

We make things happen through our [Great People](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Finance and Procurement Service Directorate provides the Department with:

- A framework for the identification of investment proposals across the Transport Portfolio, monitoring of project maturity, tools and frameworks for investment justification and analysis, and evaluation of investment proposals to assist in establishing and managing investment priority across the Transport portfolio
- Coordinated corporate resource allocation and financial performance management, management of the budget process and key linkages with Department of Treasury, financial and risk evaluation of resource proposals and positioning of Transport's balance sheet, operating costs and cost recovery framework
- Strategic coordination of procurement, fleet, lease management services and related policy advice
- The financial governance framework of Transport, administration of financial accounting systems and information including processing of transactions, asset accounting, development and accounting policy and process, assessment of indirect tax compliance and production of external financial reports.



Overall Purpose of the Role

The Senior Contracts Officer in consultation with relevant stakeholders develops semi complex and moderate to high-risk contracts including the formulation of contracts, tender/quotation documentation and evaluation. The Senior Contracts Officer provides purchasing advice on semi complex contract development and management issues. The Senior Contracts Officer awards, varies, extends or terminates contracts to an agreed value.

Work Description

1. In consultation with relevant stakeholders and contract coordinator, develops and manages moderate to high-risk contracts including the formation of contracts and preparation of tender/quotation documentation and evaluation process.
2. Provides purchasing advice on semi complex contract development and management issues.
3. Awards, varies, extends or terminates contracts to an agreed value.
4. Prepares comparative assessment reports, recommendations and associated correspondence for contracts and tenders.
5. Participates in briefing sessions for the acceptance, approval and awarding of contracts.
6. Assists clients with the preparation of procurement plans for moderate to high-risk contracts and coordinates the contract planning process.
7. Liaises with clients and stakeholders on operational tendering matters.
8. Provides contract research, analysis and reporting to identify improvements to contracts.
9. Assists with the management of complex and high risk contracts.
10. In consultation with the branch Quality Group, reviews procedures to ensure methodologies and application comply with supply policies and procedures.
11. Assists with the development of procurement policies, standards, guidelines and process improvements.
12. Prepares contract extensions and variations in consultation with clients and contractors.
13. Develops and establishes key communication and working relationships and liaises and consults with internal and external customers and stakeholders on a range of contract issues and initiatives to improve effectiveness and cooperation.
14. Provides input and advice to Ministerials and other papers as required.
15. Coordinates and participates in contract presentations.
16. Undertakes additional duties as necessary.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

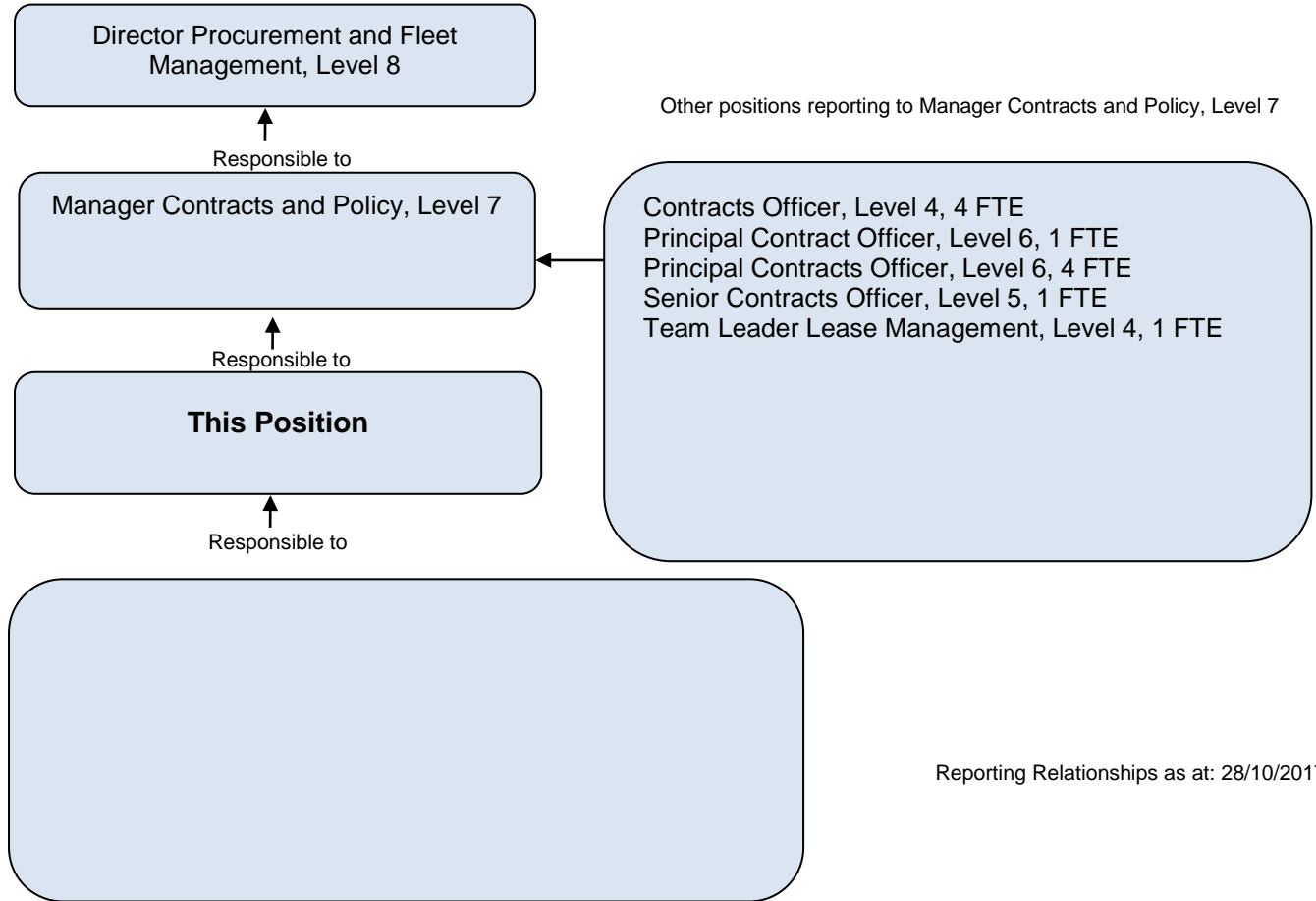
1. Considerable experience working within a complex contracts and procurement environment.
2. Experience in the application of supply policies and practices with knowledge of the public sector supply environment.
3. Experience in contract performance review and evaluation of risk management strategies.
4. Well-developed verbal and interpersonal communication skills, with the ability to liaise, consult and negotiate with a variety of individuals.
5. Sound written communication skills that includes the ability to prepare procurement and technical documents.
6. Well-developed conceptual and analytical skills with the ability to solve problems of a complex nature.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

NIL

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Organisational Development**