



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Principal Contracts Coordinator

Level

6

Position Number

33097

Division/Directorate

Finance and Contracts

Branch/Section

Procurement

Effective Date

February 2019

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager Corporate Procurement, Level 8

Subordinates: Contracts Coordinator, Level 5

Key role of this position

Provides professional procurement advice and develops and prepares high risk and/or complex contracts for the Public Transport Authority (PTA) as well as coordinates tendering activities to ensure compliance with the Government and the PTA's procurement policies.

Core duties and responsibilities

Tendering and Contract Administration

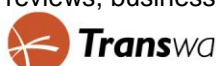
- Responsible for the preparation and development of high risk and/or complex tender and contract documents.
- Provides professional, specialist advice and assistance to Divisions and external stakeholders on tendering and contract award processes.
- Supervises and facilitates PTA tendering processes including evaluation of tender proposals and contract negotiations ensuring probity in the tender and contract formation stages.
- Reviews procurement plans, risk registers and contract management plans.
- Responsible for investigating and seeking an early resolution to tendering and contracting issues. Responsible for supervising post-tender briefings for unsuccessful tenders.

Team Leadership

- Oversees the day to day activities of, and provides support and guidance to, a small team.
- Guides and mentors team members to ensure work is being managed in a timely and efficient manner.

Continuous Improvement

- Provides input into the formulation of the PTA's procurement policies and procedures ensuring the needs of Divisions are represented.
- Provides information and advice to the Branch on procurement and contract activities to facilitate continuous improvement through policy and procedural reviews, business practice reviews and training.



Essential Work Related Requirements**1. Job Specific**

- Demonstrated knowledge and application of Government procurement policies and procedures.
- Demonstrated considerable experience in high risk and/or complex tender and contract development.
- Demonstrated knowledge, and some experience with contract and commercial law.

2. Management and Leadership

- Well developed leadership and management skills in order to provide clear advice, directions and appropriate feedback to team members, and other internal and external stakeholders as required.
- Experience in supervising and facilitating teams to ensure customer service levels are achieved.

3. Communication and Interpersonal

- Well developed interpersonal skills with the ability to consult effectively at senior levels in the private and public sectors.
- Good written communications skills with the ability to prepare complex procurement documents.

4. Conceptual, Analytical and Problem Solving

- Proven ability to analyse and resolve procurement issues involving a range of stakeholders.
- Experience in the identification and resolution of probity issues related to tendering and contracting activities.
- Knowledge or experience of quality management principles and practices.

5. Organisation

- Sound project management skills and experience, with a proven ability to meet milestones and deadlines.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date