



# ARTS AND CULTURE TRUST

## JOB DESCRIPTION FORM

### POSITION DETAILS

<b>Position Title</b>	Director Contracts
<b>Position Number</b>	16212
<b>Classification Level</b>	Level 8
<b>Award/Agreement</b>	Public Service Award 1992, or any other prevailing industrial instruments
<b>Division</b>	Corporate Services
<b>Branch/Section</b>	Contracts Management
<b>Physical Location</b>	TBC
<b>Effective Date</b>	19/01/2024
<b>Employment Type</b>	Permanent
<b>Employment Status</b>	Full time

### REPORTING RELATIONSHIPS

#### POSITION REPORTS TO LEVEL

Chief Executive Officer	16013	Award: SAASD
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#### POSITIONS REPORTING TO THIS POSITION

Contract Support Officer	TBC	PSGA Level 3
Contract Manager	TBC	PSGA Level 6

### PURPOSE OF THE POSITION

Manages complex contractual agreements for high profile partner managed venues, and other commercial agreements between the State Government and the operators and maintenance contractors. Strong liaison and relationship management skills are required to work in partnership and collaboratively with the contractors and other key stakeholders to manage the contracts and enable the successful delivery of the contract outcomes.

## DUTIES OF THE POSITION

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

- Leads the contract management function including the provision of advice on organisation wide ranging matters to the Board, Chief Executive Officer, Corporate Executive and senior leaders.
- Leads commercial property liaison with tenants and property agents.
- Works collaboratively with, and provides advice to, the CEO and Corporate Executive members on complex contractual matters.
- Provides leadership in the development of contracts, agreements, licences and leases and value-add opportunities including naming rights etc that optimises revenue potential; and oversees and undertakes development and execution of detailed Contract Management Plans, including KPI's, governance and outcome reporting structures.
- Provides advice to stakeholders on all aspects of contract development and management that supports innovative approaches.
- In consultation with the CEO and other relevant senior leaders, and in alignment with strategic and operational objectives, leads negotiations to achieve beneficial outcomes for the Arts and Culture Trust.
- Oversees, manages and reviews existing contracts from a compliance perspective, including outsourced high-profile partner managed venues.
- Develops and manages relationships with contractor/s and work in partnership to ensure effective collaboration in implementing the strategy for management of operations contract/s and enable optimised outcomes.
- Leads implementation and management of a suite of contracts to ensure they are cost effective and comply with appropriate policies, procedures and practices for efficient and effective contract management and have a customer focus.
- Ensures ongoing alignment between Venue Management agreements and agreed operator deliverables. Identifies areas of non-compliance, default or sub-optimal performance, takes and/or recommends corrective action to resolve non-compliance, default or sub-optimal performance.
- Identifies and manages risk including commercial, contractual, operational, financial, reputational, ethical and supply chain risks and exposure in relation to liability and safety, to minimise negative impacts on ACT's business objectives while encouraging opportunity and innovation.
- Works collaboratively with ACT's procurement function to establish performance and evaluation processes to assess and report on value and cost.
- Builds and maintains stakeholder and strategic vendor relationships and networks to understand business needs, identify and minimise risks, resolve complex issues, identify and secure revenue generating business opportunities, maximise value from contracts and deliver high performance, cost, service, quality outcomes.
- Leads complex and sensitive negotiations for contract development, variations, renewals and claims/disputes including complex abatement matters to deliver improved procurement and contract outcomes and mitigate risks.
- Facilitates engagement with key government stakeholders and represents ACT in discussions, consultations and negotiations with customers and key stakeholders at executive level and in a range of external forums.
- Secures appropriate legal advice and input and other expertise to secure ACT's position within agreements, partnerships and contracts.

- Provides leadership and direction for the Contracts team and strategically manages the development and delivery of contract management services aligned to ACT objectives
- Other duties as required that fall within the parameters of the position.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### ESSENTIAL

- **Role Specific**
  - Substantial experience in complex relationship and contract management ideally including for PPP's or design, build and operate arrangements.
- **Shapes and Manages Strategy**
  - Inspires a sense of purpose and direction; focusses strategically, develops plans that address both current and likely future requirements; applies intellect and knowledge to weigh up complex information and identify critical factors and issues, applies lateral thinking and identifies innovative solutions.
- **Achieves Results**
  - Builds organisational skill and responsiveness; manages contracts judiciously; defines high level objectives and supports translation into implementation strategies, operates effectively in an environment of change and maintains flexibility; ensures compliance with regulatory requirements and puts systems in place to establish and measure accountabilities, and manages risks.
- **Builds Productive Relationships**
  - Builds and sustains relationships within the organization, Minister's office, across the public sector and with diverse external stakeholders; facilitates cooperation and partnerships within and between organisations; resolves conflict and manages the sensitivities involved; values individual differences and diversity; guides, coaches and develops people.
- **Exemplifies Personal Integrity and Self-awareness**
  - Adheres to and promotes public sector values and Code of Conduct and acts with the utmost integrity and professionalism. Acts decisively and galvanizes others to act. Demonstrates self-awareness and a commitment to personal development.
- **Communicates and Influences Effectively**
  - Communicates clearly, listens carefully to others, seeks to understand and adapt to audience; negotiates persuasively at executive level with a focus on desired objectives; and encourages the support of relevant stakeholders.

## DESIRABLE

- Tertiary qualification in business administration, contract management or another relevant discipline

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### SPECIAL CONDITIONS

- N/A

### APPOINTMENT IS SUBJECT TO

- 100 Point identification check.
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

### TRAINING

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision-Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

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

**Corporate Executive Representative Signature** Enter text.

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**Date** Enter a date.

*I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.*

**Employee Signature** Enter text.

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**Date** Enter a date.

## ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022, replacing the Perth Theatre Trust (PTT).

ACT delivers cultural and performing arts experiences across a range of significant WA venues and precincts including:

- His Majesty's Theatre
- Perth Concert Hall
- Subiaco Arts Centre
- State Theatre Centre of Western Australia
- Albany Entertainment Centre
- Perth Cultural Centre
- Goldfields Art Centre

VISION	PURPOSE	PILLARS	VALUES
To inspire, welcome and connect people through performing arts and cultural experiences throughout the State	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces	Present Engage Sustain	Safety Courage and Creativity Collective Achievement Respect Accountability