



ARTS AND CULTURE TRUST

JOB DESCRIPTION FORM

POSITION DETAILS

Position Title	Contract Support Officer
Position Number	16275
Classification Level	Level 3
Award/Agreement	Public Service Award 1992, or any other prevailing industrial instruments
Division	Corporate Services
Branch/Section	Contracts Management
Physical Location	TBC
Effective Date	Enter a date
Employment Type	Permanent
Employment Status	Full time

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Director Contracts	16212	Award Level 8
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POSITIONS REPORTING TO THIS POSITION

NA

PURPOSE OF THE POSITION

The Contract Support Officer provides high level administrative support services to ensure effective management of key contracts and to maximise efficiencies in procedures and processes, office coordination and records management.

DUTIES OF THE POSITION

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

- Provides administrative support to the team, including but not limited to:
 - processing accounts payable and credit card acquittals;
 - managing incoming and outgoing correspondence;
 - preparing reports and correspondence and assisting with the compilation of submissions i.e. monthly Board papers, ministerial and parliamentary questions;
 - organising activities; and organising travel arrangements.
- Implements and ensures compliance with organisational policies and procedures and undertakes reviews of business process to ensure best practice.
- Coordinates and administers contract management, committee and project working group meetings including but not limited to preparation of agendas, compilation and distribution of papers and reports and follow up of action items, minute taking, resource bookings, notifications and attendance.
- Ensures appropriate records management processes are in place and monitored for accurate and efficient recordkeeping of hard and soft copy files and correspondence.
- Develops, enhances and maintains good working relationships with all relevant stakeholders including but not limited team members, Arts and Culture Trust colleagues, project employees, contractors and vendors.
- Undertakes projects, individually and as part of the team, to support project and contract management outcomes.
- Contributes to the development, administration and analysis of contract management plans, records and critical dates.
- Assists with data management of contract information including but not limited to compliance with insurance and other specified criteria.
- Assists with the analysis of project timelines including but not limited to evaluation and reporting on performance.
- Undertakes research and analysis of identified issues relating to contract management, compiles results and presents findings and/or options for resolution for decision to the Director.
- Prepares correspondence, reports, spreadsheets and statistical information as required.
- Provides support to the Director Contracts including but not limited to diary management, attending to phone calls and enquiries, assisting with scheduling conflicts and drafting of internal and external correspondence.
- 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

- Experience providing complex administrative support to senior management and/or teams.

Shapes and Manages Strategy

- Demonstrated ability to work proactively and creatively to complete tasks and overcome problems in a team-based environment.

Achieves Results

- Manages multiple priorities with strong organisational and decision-making skills.

Builds Productive Relationships

- Demonstrated ability to foster effective relationships with both internal and external staff, clients and stakeholders.

Exemplifies Personal Integrity and Self-awareness

- Demonstrates self-awareness and a commitment to personal development.

Communicates and Influences Effectively

- Excellent written and verbal communication skills, with demonstrated ability to work with complex data and information.

DESIRABLE

- N/A

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



Janis Carren

Date

22/01/2024

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.

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