**Job Description Form**

**Contracts Manager (Remote Essential and Municipal Services)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 6

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing Policy and Development / Housing Delivery & Asset Maintenance Service / Remote Essential Municipal Services

**Location:** Perth Metropolitan Area

**Classification Date:** July 2015

**Effective Date:** July 2025

**Reporting Relationships**

**This position reports to:**

Advisor Regional Aboriginal Housing, 015764, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

**Role Statement**

This position is responsible for assisting in the delivery of efficient and effective municipal and essential services to remote Aboriginal communities through the development, management, monitoring and review of Contracts with regional and individual community service providers.

The role is also responsible for providing accurate and timely information, advice and direction to maximise contract outcomes and contribute to improved and required standards of service delivery in remote communities. The position manages a range of administrative and communication processes to achieve this.

The position also provides advice and input into organisational and government policies and procedures aimed at future delivery efficiencies and effectiveness.

**Position Duties and Responsibilities**

**1. Contract Development**

1.1 Collaborates in procurement planning, Request for Tender documentation and evaluation, contract formulation and negotiation with stakeholders.

1.2 Identifies, proposes and progresses improvements in contractual arrangements and contracts.

1.3 Develops detailed contract management plans.

1.4 Provides advice on contract development and the contract management process.

**2. Contract Management and Monitoring**

2.1 Manages Municipal Services (MUNS) contracts and ensures efficient and value for money delivery of relevant services to specified communities.

2.2 Manages, monitors, reviews and reports on the budgets for areas of responsibility.

2.3 Ensures the receipt of regular Reports from providers and collates, analyses and summarises reporting on services delivered and proposing areas for improvement and efficiencies.

2.4 Manages and maintains documented performance indicators reports on contract performance.

2.5 Assists, where appropriate, in coordinating the delivery of municipal services.

2.6 Visits communities and providers, to audit the delivery of services as appropriate.

**3. Stakeholder Liaison**

3.1 Develops, manages and maintains effective relationships across all stakeholder groups to ensure efficient and effective delivery of Services.

3.2 Identifies stakeholders relating to delivery of municipal services, including but not limited to commonwealth, other state government departments, Department of Communities - housing groups, municipal services providers, Aboriginal Corporations.

3.3 Provides comprehensive advice, guidance and recommendations to internal and external clients, community groups and partner Agencies on contract management policies, procedures and contract management issues.

3.4 Attends site meetings with Municipal service providers, Aboriginal Community Organisations and other parties when required.

3.5 Represents Department of Communities at industry forums, working parties and committees where required.

**4. Strategic and Financial Planning and Monitoring**

4.1 Assists with planning, programming, monitoring and budgeting.

4.2 Develops strategies to improve cost efficiencies and effectiveness in service provision and delivery.

4.4 Maintains an awareness of budget, tendering and funding processes and availability and identifies options for obtaining funding to expand service delivery.

**5. Other**

5.1 Assists management with corporate and portfolio responsibilities.

5.2 Prepares written responses to management, ministerial and parliamentary enquiries.

5.3 Responsible for applying the Equal Opportunity and Diversity principles and practices in all aspects of this role.

5.4 Supports project management activities when required.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Experience in contract development, management, monitoring and evaluation and / or relevant project management experience.

2. Sound knowledge of contract management, with the ability to assist in process improvements and implementation of guidelines.

3. Well developed research, analytical and problem solving skills.

4. Well developed interpersonal skills including negotiation, consultation and liaison skills with a variety of people in various contexts at a senior level.

5. Well developed written communication skills with the ability to review and interpret complex documents.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Understanding of Aboriginal culture, issues and the challenges of providing services to remote Communities.

2. A good working knowledge of all relevant acts and standards in Western Australia.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Available to attend offsite meetings outside of normal working hours.

3. Willingness to travel to remote regional locations, including by light aircraft, and to stay overnight on a frequent basis.

4. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time, production of the licence may be required upon request by the Department.