



Job Description Form

Our Purpose

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

Position Title

Senior Contracts Officer

Level

4

Position Number

35024, 37457
(Nominated)

Division/Directorate

Information Management & Operational Systems

Branch/Section

Service Delivery

Effective Date

November 2025

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Strategic Asset Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

Responsible for procurement activities and the implementation, management and administration of contracts throughout the contract lifecycle. The role also supports the Divisional representatives with thorough stakeholder engagement and appropriate assistance on procurement and contracting matters.

Core duties and responsibilities

Contract Management and Administration

- Responsible for the implementation, management and administration of contracts and procurement activities.
- Undertakes the responsibilities of a Contract Manager, ensuring that contracts are managed efficiently and in line with the Public Transport Authority's (PTA) requirements.
- Responsible for preparing and managing Contract Management Plans.
- Manages work in accordance with administrative systems to ensure a full and complete record of all contracts, including contract amendments and variations, are kept current.
- Undertakes regular supplier relationship management activities, congruent with the Contract Management Plan, the Division's strategic sourcing strategy and/or PTA requirements.
- Monitors supplier performance and implements action plans as appropriate for the circumstances to improve performance, seeking guidance and support for more complicated performance issues.
- Investigates and evaluates issues and disputes and, where consistent with ability, negotiates sound commercial solutions on behalf of the Division.
- Monitors expenditure against contracts ensuring contract values are not exceeded and/or steps are taken to rectify any potential financial issues.
- Manages supplier invoicing to ensure all invoicing arrangements and supporting documentation are compliant to the terms of the contract.

Procurement

- Supports the Division's strategic sourcing strategy and prepares procurement plans in line with the PTA cascading strategy.
- Prepares, and/or facilitates the compilation of the procurement documentation for a range of goods and services in accordance with PTA requirements.
- Ensures that the relevant process is completed within suitable timescales and achieves an effective outcome for the Division.

Continuous Improvement

- Undertakes research into improved contract management and/or service delivery methods, implementing identified improvements where beneficial and supporting the implementation of best practice.
- Contributes to the continuous improvement of policy and procedural reviews.

Other

- Actively participates in the requisite development of skills and capability and applies learnings to identified development areas.
- Other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Experience in contract lifecycle management (including planning, market engagement, implementation and management).
- Possession of a relevant commercial or trade qualification/certificate and/or equivalent experience.
- Experience in assisting with dispute/issue resolution relating to contractual and/or commercial matters.

2. Communication and Interpersonal

- Well developed written, verbal, interpersonal and negotiation skills.
- Well developed ability to influence and facilitate consensus.

3. Conceptual, Analytical and Problem Solving

- Well developed analytical and problem solving skills, including financial analysis skills.

4. Organisation

- Considerable planning and organisational ability, in particular, the ability to assess the importance and urgency of tasks in relation to competing interests and timelines.

5. Special 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

