



Commercial Agreements Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

Various

Position Description Number:

Generic 549

Directorate / Command / District / Division:

Various

Level:

Level 6

Work Unit:

Various

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Various

Position Objective

Manages high risk, commercial agreements and contracts associated with projects, and ensures compliance with agreed terms and conditions. Reviews and analyses vendor and stakeholder performance within commercial requirements, policies and procedures and relevant legislation. Manages stakeholder commercial compliance and delivery, and provides advice of program management and governance matters.

Role of Work Unit

Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

Reporting Relationships

This position reports to:

- Executive Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Commercial Agreement Manager OFFICIAL	Rank, Level or Band Level 6	Position Number: Generic 549
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Key Accountabilities

1 Compliance and Reporting (70%)

- 1.1 Manages and assesses compliance of high-risk commercial agreements to ensure requirements are delivered in accordance with agreed requirements and milestones, including oversight and analysis of invoices in accordance with commercial agreements for pricing, risk management and performance reviews.
- 1.2 Undertakes compliance management reporting including undertaking delivery adherence, relationship management, communication, negotiation and dispute resolution.
- 1.3 Works with the Strategic Procurement and Contracts Division as the nominated client representative for high value procurements.
- 1.4 Participates on quotation and tender evaluation panels for relevant procurements of commercial agreements where required.
- 1.5 Provides advice and guidance to relevant personnel on compliance management as and when required.
- 1.6 Provides advice and guidance and contributes to commercial agreement planning and compliance management activities for the business area, including risk management.
- 1.7 Liaises with the Strategic Procurement and Contract Management Division regarding variations, compliance requirements and agreement extensions.
- 1.8 Monitors and reviews agreement performance to identify potential compliance adherence, non-adherence or anomalies in delivery, impacting risk, taking corrective and preventative action where necessary.
- 1.9 Contributes to the development of strategies and provides support to the business area in the implementation and use of procurement and contract management policies, procedures and guidelines.
- 1.10 Contributes to the development of, and monitors and reports progress against Key Performance Indicators for commercial arrangements.
- 1.11 Maintains appropriate records in accordance with the Agency's record keeping requirements, relevant policies and legislation.

2 Stakeholder Liaison (25%)

- 2.1 Works closely with relevant portfolio stakeholders and associated portfolio that are impacted by commercial agreement outcomes.
- 2.2 Seeks advice from Strategic Procurement and Contracts Division regarding procurement processes and compliance outcomes and associated vendor management matters.
- 2.3 Liaises with and maintains relationships with key internal and external stakeholders while providing timely compliance advice.
- 2.4 Consults and negotiates with all stakeholders to monitor compliance and pre-empt and where necessary and resolve complex non-compliance and disputes delivery and performance issues.

3 Other (5%)

- 3.1 Complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Compliance management and reporting skills

Communication and negotiation skills

Research, analytical and conceptual skills

Ability in risk management

Desirable

Knowledge of government procurement and contract management policies, issues and strategic directions.

Possession of or progress toward a relevant tertiary qualification.

Context in which work related requirements will be applied and or general standard expected.

Managing and providing advice on compliance of high-risk commercial agreements. Developing reporting frameworks to monitor and analyse compliance requirements. Providing reporting, support and advice to internal and external stakeholders.

Consulting effectively at all levels in the private and public sectors. Providing compliance management advice and guidance. Negotiating, liaising and consulting on commercial agreement matters. Undertaking compliance and non-performance dispute resolution.

Developing and monitoring compliance performance reviews and Key Performance Indicators. Implementing compliance with policies, standards and process improvements.

Understanding risk assessment and compliance management strategies.

Understanding compliance management associated with procurement policies, procedures and legislation including *State Supply Commission Act 1991*, *Procurement Act 2020* and policies.

In business, finance, law or procurement.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

Certification

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

Position Title	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Sonia Comerford	30/12/2024 BLI
Executive Manager Organisational Design & Analysis	Dianne Hopkinson	13/01/2021