



# Job Description Form

## 022479 **Contracts Tender Support Officer**

### Infrastructure & Contract Services

#### Position details

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Classification Level: 4

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Strategic Business Development

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 021210 Contracts Officer – Level 5

**This position: 022479 Contracts Tender Support Officer – Level 4**

Direct reports: NIL

#### Overview of the position

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Court and Tribunal Services is accountable for:

Output 1: Judiciary and judicial support

Output 2: Case processing

Output 3: Enforcement of criminal and civil orders

Output 4: Administration of victim support and counselling services

The Contracts Support Officer contributes to the achievement of the Branch's outcomes ensuring the Department receives high quality services and value for money from its contracts. The role provides contract management assistance to ensure that contracts are delivered in accordance with legislative and agreed contract requirements.

#### Job description

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As part of the team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

### **Role specific responsibilities**

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- Works collaboratively within a team environment and undertakes specific contractual activities that relate to contract management and compliance.
- Complies with and refers to relevant Acts and Regulations whilst providing interpretation on contractual and service delivery issues.
- Undertakes research and analysis on a range of identified issues as they relate to contract management. This may include, but is not limited to, the preparation of reports and correspondence, and undertaking statistical analysis.
- Implements and ensures compliance with organisational procedures.
- Develops professional relationships with internal and external customers.
- Reviews the content and confirming accuracy of tender documents, emailing information to relevant internal parties for subsequent action.
- Coordinates the management of quotes/tender documents.
- Provides advice and support to departmental staff in the preparation of tender documents, and contract management in accordance with Government policies, procedures and legislative requirements.
- Liaises with agency and contractor's staff concerning service delivery and data management.
- Provides support for the branch in the preparation of correspondence, reports and spreadsheets. Assists in the compilation of draft budgets and submissions from contractors.
- Undertakes various statutory requirements and security checks (as required).
- Maintains records of authorised personnel (as required) and ensures all legislative requirements and procedures are complied with, including the contractor's compliance with insurance and other specified criteria.
- Undertakes relevant investigation on contract matters and reports as requested.
- Assist with projects to support the function undertaken by the Branch as required by the Manager Contracts.
- Exhibits accountability, professional integrity and respect consistent with the Department of Justice's Values, the Code of Conduct, and the public sector Code of Ethics.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

#### **Achieve Results**

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and ensure that tasks are completed within allocated timeframes are all fundamental to this role.

#### **Builds Productive Relationships**

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

#### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

#### **Communicates and Influences Effectively**

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of other comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

## Role Specific Criteria

- Demonstrated ability to work with relevant Acts and Regulations, and/or have knowledge of legislative process for contract management.
- Demonstrated knowledge of or experience with tender, and government procurement policies and procedures.

## Desirable

- Knowledge of the *WA Procurement Act 2020* and procurement rules.

## Special requirements/equipment

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Nil

## Certification

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

Deputy Director General, Court and Tribunal Services

Signature: \_\_\_\_\_ Date: February 2025

HR certification date: February 2025