



HSS Registered

Senior Contracts Officer
Health Salaried Officers Agreement: Level G6
Position Number: 111552
Contract Management / Corporate and Clinical Contracting Unit
South Metropolitan Health Service

Reporting Relationships

Executive Director Contract Management
 Award Level: Class 2
 Position Number: 115193



Manager, Contracts
 Award Level: HSO Level G10
 Position Number: 110462, 115338, 115337



This Position



Directly reporting to this position:

Title	Classification	FTE

Also reporting to this supervisor:

- Contract Administration Officer, G3, 2.0 FTE



Key Responsibilities

Develops contract and tender documentation. Manages allocated contracts in accordance with organisational requirements. Participates in or manages contract development projects in accordance with Government and Health Service objectives. Reviews and monitors health contracts.

Brief Summary of Duties (in order of importance)

1. Contract Development

- 1.1 Develop and manage all aspects of the procurement process in line with State Supply Commission policies including the development of contract specifications and contract documentation.
- 1.2 Contributes to the development and procurement of complex contracts.
- 1.3 Liaises and negotiates with contract users, service providers and other internal and external stakeholders, and incorporates input into contract development.
- 1.4 Provides specialist advice and support in relation to a range of contract development initiatives.

2. Contract Management

- 2.1 Manages all aspects of contract management including but not limited to contract closure, variations, abatements, disputes and commercial processes.
- 2.2 Reviews and monitors new and existing contracts for compliance with and achievement of government and Health Service objectives.
- 2.3 Prepares reports together with recommendations that relate to the performance of contractors.
- 2.4 Monitors contractor performance through proactive contract management activities including performance reviews and monitoring/resolving contract issues of medium to complex nature.
- 2.5 Liaises with contract users, services providers and other internal and external stakeholders, and incorporate input into the management of contract.
- 2.6 Prepares and coordinates submissions, discussion papers and reports relating to programs.
- 2.7 Undertakes project life-cycle development, including establishment of project mandates.

3. Other

- 3.1 Undertakes research and policy analysis into health issues as required for the development of appropriate contracts.
- 3.2 Maintains effective liaison with senior officers within the SMHS.
- 3.3 Drafts and prepares ministerial correspondence, reports and other correspondence as required.
- 3.4 Represents the Corporate and Clinical Contracting Unit on committees and working groups as directed.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Substantial experience in the development and management of medium risk contracts.
2. Well developed research, analytical and problem solving skills.
3. Well developed written, oral and interpersonal communication skills, together the ability to liaise and negotiate with internal and external stakeholders.
4. Demonstrated experience in the coordination of a range of projects, procurements and commercial contract management including the ability to plan, prioritise, make decisions, meet deadlines and manage issues.
5. Demonstrated initiative and ability to work effectively independently and as a member of a team.
6. Demonstrated high level word processing and database skills in the use of MS Office suite and good knowledge of their advanced capabilities.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

..... Manager / Supervisor Name Signature	or HE Number Date
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..... Dept. / Division Head Name Signature	or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature	or HE Number Date
..... Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	20/07/2016 HE38566
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