

# JOB ROLE STATEMENT

## SENIOR CONTRACTS OFFICER LEVEL 4

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** SUPPLY AND TRANSPORT **POSITION NO** P0060320

### **KEY RESPONSIBILITIES**

Provide contract administration and probity services to one or more Directorates.

### **KEY DELIVERIES**

#### **Contract Administration**

- Prepare, call and award non-complex contracts for goods and services.
- Provide general advice and assistance on contract policy, procedures, systems and processes.
- Provide administrative services for all contracts in area of responsibility.
- Monitor and report on the operation of corporate panel contracts.
- Liaise and assist contract managers to ensure the timely and effective processing and administration of contracts.
- Ensure the safe custody and security of the CAS system, tenders and other contract documentation.
- Ensure required insurance for contracts is received and remains current for the term of the contract.

#### **Contract Administration System (CAS)**

- Maintain the CAS and generate reports.
- Provide guidance to other section staff to ensure CAS is correctly updated and maintained.
- Recommend and assist in the development, testing and implementation of enhancements to CAS.

#### **Management**

- Manage officer responsible for inviting competitive tenders for non-complex requirements and general purchasing.

#### **Probity**

- Carry out probity audits for low risk low value contracts.
- Participate in tender evaluation teams for low risk low value contracts to ensure probity.

#### **Policy**

- Assist in the development of policy and procedures for the contract function.

#### **Stakeholder Relationships**

- Liaise with contractors, consultants and suppliers on contract administration and procurement matters.

### **OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)**

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

### **LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in any of the regions or metropolitan area for a period of time.

### **DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### **REPORTING RELATIONSHIPS**

*This position reports to:*

(A) TITLE AND LEVEL		POSITION NO
PROCUREMENT MANAGER GENERAL	LEVEL 6	P0056777

## SENIOR CONTRACTS OFFICER LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Supply Officer Level 2	P0056832	Salaried, Wages	1
<b>TOTAL</b>			1

**SELECTION CRITERIA**

- Diploma in Business Management or other related discipline, or an equivalent level of skill, knowledge and experience
- Sound skill, knowledge and experience in:
  - contract administration and procurement
  - analytical and problem solving
  - communication, negotiation and facilitation
  - project and contract management
  - procurement management policies and Supply function procedures
  - State Supply Commission policies, practices and procedures
- Knowledge in:
  - Policy formulation and implementation
  - Computing systems

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE ..... DATE .....  
 BRANCH/SECTION HEAD

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

SIGNATURE ..... DATE .....  
 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE ..... DATE .....  
 HUMAN RESOURCE SERVICES MANAGER