**Job Description Form**

**Contract Support Officer**

**Position Details**

**Position Number:**  04004318

**Classification:**  Level 4

**Award / Agreement:**  PSGOCSAGA 2017

**Organisational Unit:** Service Delivery / Aboriginal Housing / Remote Essential and Municipal Services

**Location:** East Perth

**Classification Evaluation Date:**

**JDF Review Date:** 9 February 2017

**Reporting Relationships**

**This position reports to:**

04002475, Contracts Manager, Level 7

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible to provide support in the development and management of contracts. Prepares draft procurement documents and contract management plans, routine tenders’ and tender evaluation processes.

This role is responsible for all aspects of Housing Maintenance Vendor Management and provides support with the development and production of relevant reports.

**Duties and Responsibilities**

**1. Contract Development**

1.1 Assists in the development of medium and low risk contracts including preparation of contract documentation.

1.2 Provides support in the development and management of significant risk contracts.

1.3 Assists in the calling for routine tenders and participates on tender evaluation panels.

1.4 Provides advice to clients, contractors and suppliers on routine contract development and management issues.

1.5 Provides contract research, analysis and reporting.

**2. Contract Management**

2.1 Manages low risk contracts.

2.2 Provides support in the management of significant risk contracts.

2.3 Implements an efficient filing system for contract documentation.

2.4 Provides administrative support in the development, circulation and record keeping of contract management documents.

2.5 Provides contract research, analysis and reporting support as required.

**3. Vendor Management**

3.1 Creates and loads approved vendors and updates payment information. Ensures vendor insurances are up to date and all vendor information is current.

3.2 Provides support with reviewing performance data across all work orders to identify positive and negative trends and any data anomalies requiring further investigation.

3.3 Assists in the supply of data for the preparation of reports to assist with responses to Parliamentary, Ministerial or media enquiries.

**4. Other**

4.1 Applies and promotes the principles of equality, diversity, occupational health and safety in the workplace and behaves in accordance with relevant standards, values and policies.

4.2 Performs other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Understanding of contract development/management or relevant project management experience.

2. Proven communication and interpersonal skills including ability to build and maintain effective relationships with a range of people in various contexts.

3. Demonstrated written communication skills with the ability to prepare administrative and technical documents

4. Research, conceptual, analytical and problem solving skills.

5. Experience in an integrated computerised reporting environment.

6. Good organizational skills together with the ability to meet competing timeframes.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Knowledge of Housing Maintenance business processes.

2. Experience in the use of computer applications, including excel and word processing software packages.

3. Experience with a computerised Work Order and/or Vendor Management System(s).

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.