



HSS REGISTERED

Senior Contract Manager
Health Salaried Officers Agreement: Level G9
Position Number: 603163
Procurement and Contract Management / Corporate Services and Contract Management
East Metropolitan Health Service

Reporting Relationships

Executive Director Corporate Services and Contract Management
 Award Level: HSO Class 2
 Position Number: 602767



State Contract Manager
 Award Level: HSO G11
 Position Number: 603162



This Position



Directly reporting to this position:

Title	Classification	FTE
• Senior Contract Officer	HSO G6	1.00

← Also reporting to this supervisor:

- Senior Contract Manager; HSO G9; 1.00FTE
- Contract Manager; HSO G8; 1.00FTE

Key Responsibilities

Responsible for the management of a range of East Metropolitan Health Service (EMHS) Contract Management functions primarily focussing on new contracts and high risk contracts. Provides management of contracts in accordance with State Supply Commission and Health Service requirements.

Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Manages the negotiation and consultative processes with service providers.
- 1.2 Contributes to the development and maintenance of a best practice contract management framework for the Contracts Unit.
- 1.3 Contributes to the development of strategies and policies as they relate to contracting.
- 1.4 Leads the development and implementation of contracts; coordinates circulation of information between the Contracts unit and EMHS Executive.
- 1.5 Provides proactive and timely advice to the State Contract Manager/Director and relevant stakeholders in relation to contracting issues.
- 1.6 Leads the development and implementation of contracts; coordinates circulation of information between the Contracts unit and EMHS Executive.

2. Contract Development

- 2.1 Facilitates the formation of contract documentation for high risk contracts particularly in relation to development of contract service provision scope and specific contract performance clauses for inclusion in tender documentation.
- 2.2 Researches and assesses the risk and impact of strategic contracts for the EMHS.
- 2.3 Provides advanced advice on contract development and contract management issues.
- 2.4 Conducts business planning and scopes each allocated project, including identifying and progressing new contract development opportunities.

3. Contract Performance and Monitoring

- 3.1 In the context of advanced knowledge of past contractual performance, provide expert advice to the unit and senior staff in the EMHS on:
 - Available choices at service provision termination (extend, renew, cease etc.)
 - Conduct extensive reviews of and report on contract performance.
 - Provide reflective assessment of contract evaluation.
- 3.2 Manages high risk contracts in the clinical services area, including the development of contract management plans and integration into EMHS services as appropriate.
- 3.3 Establishes sound networks and negotiates, consults and manages relationships with providers and other key stakeholders.
- 3.4 Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.
- 3.5 Develops health investment plans for portfolios, which incorporate EMHS strategic plans, and address localities, populations and clinical programs.
- 3.6 Responsible for designing, developing and implementing continuous improvements initiatives and area-wide business processes that mitigate risk and improve the effectiveness and efficiency of contracted services.
- 3.7 Maintains expert awareness of relevant trends and issues in health service planning, delivery and reporting requirements.
- 3.8 Ensures monitoring and evaluation mechanisms are developed and incorporated into provider agreements and service plans with an emphasis on Safety and Quality areas and Key Performance Indicators.
- 3.9 Monitors and ensures compliance with Government, Department and Public Sector policy and processes and facilitates education and awareness where appropriate.
- 3.10 Analyses and advises on health and operational policy as it impacts on portfolios.

4. Other

- 4.1 Represents the Unit on committees and other group/meetings on specific resource allocation matters and other matters as appropriate.
- 4.2 Prepares briefings, reports, ministerial correspondence and analytical documents specific to the portfolio.

4.3 Responsible for the development and implementation of policies as related to corporate contract management.

5. EMHS Governance, Safety and Quality Requirements

5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Substantial experience at a management level in contract management including development of contract performance specification documentation.
2. Considerable experience in providing a senior leadership role regarding management of service delivery contracts.
3. Well-developed interpersonal communication skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders at a senior level.
4. High level written communication skills with the ability to prepare complex contract performance documentation and related advice for senior management
5. The ability to identify problems, and to develop and implement effective solutions to complex issues.
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Substantial experience at a management level in service delivery contract management.
3. Substantial experience in project management and knowledge of project management methodologies.
4. Experience in the management of clinical service delivery contracts in the non-government sectors

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
..... Dept. / Division Head Name Signature	or HE Number Date

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 DoH)

..... Created on Last Updated on August 2018
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