



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Principal Contracts Officer

Level

6

Position Number

35021, 35022, 35023

Division/Directorate

Network & Infrastructure

Branch/Section

Administration

Effective Date

November 2018

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Divisional Contract Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Responsible for the implementation, management and administration of contracts, including those with a high degree of complexity, value and risk, throughout the contract lifecycle. Supports Divisional representatives with thorough stakeholder engagement and provides appropriate assistance with procurement activities and contracting matters.

Core duties and responsibilities

Contract Management and Administration

- Responsible for the implementation, management and administration of contracts and procurement activities, including those of higher value, higher risk and greater complexity arrangements.
- Undertakes the responsibilities of a Contract Manager, ensuring that contracts are managed efficiently and in line with the Public Transport Authority's (PTA) requirements.
- Responsible for preparing and managing Contract Management Plans. Manages work in accordance with administrative systems to ensure a full and complete record of all contracts, including contract amendments and variations, is kept current.
- Undertakes regular supplier relationship management activities, congruent with the Contract Management Plan, the Division's strategic sourcing strategy and/or PTA requirements.
- Monitors supplier performance and implements action plans as appropriate for the circumstances to improve performance.
- Investigates and evaluates issues and disputes and, where appropriate, negotiates sound commercial solutions on behalf of the Division.
- Monitors expenditure against contracts ensuring contract values are not exceeded and/or steps are taken to rectify any potential financial issues.
- Manages supplier invoicing to ensure all invoicing arrangements and supporting documentation are compliant to the terms of the contract.
- Develops and implements strategies to increase value from new and existing supply categories and/or specific contracts across the Division.

Procurement

- Contributes to the Division's strategic sourcing strategy and prepares procurement plans in line with the PTA cascading strategy.
- Prepares and/or facilitates the compilation of procurement documentation for a range of goods and services types in accordance with PTA requirements, ensuring that the process is completed within suitable timescales and achieves an effective outcome for the Division.

Continuous Improvement

- Undertakes research into improved contract management and/or service delivery methods implementing identified improvements where beneficial and leading the implementation of best practice.
- Contributes to the continuous improvement of policy and procedural reviews, business practices and training/ development of others.

Advice and Support

- Provides technical expertise and support to the Senior Contract Officers and other Divisional representatives on contract and procurement matters.
- Responsible for the preparation of advice and assistance to Senior Management with regard to the management of the Division's contracts and procurement matters.
- Prepares ministerial responses, briefings, reports and formal responses on contract related matters.
- Represents the needs of the Branch with regard to the formulation of PTA policies and procedures.

Other

- Actively participates in the requisite development of skills and capability and applies learnings to identified development areas.
- Other duties as required.

Essential Work Related Requirements

1. Job Specific

- Extensive experience in the full contract lifecycle (strategic planning, market engagement, implementation and management, and close out) of higher value, higher risk and/or complex contracts. Ideally, such experience will relate to facility management, goods and inventory, technical/specialist services and projects/civil works.
- Holds a tertiary level qualification in a relevant commercial or trade discipline, or extensive equivalent experience.
- Extensive exposure to, and involvement with dispute/issue resolution relating to contractual and/or commercial matters.
- Well developed project management skills, including a demonstrated ability to plan, manage and implement projects to achieve the targeted outcomes.

2. Communication and Interpersonal

- Highly developed written, verbal, interpersonal and negotiation skills.
- Highly developed ability to influence at all levels, and facilitate consensus.
- Highly developed team building skills and ability to contribute to the attainment of team goals and outputs.

3. Conceptual, Analytical and Problem Solving

- Highly developed analytical and problem solving skills including financial analysis skills.
- Highly developed ability to apply information to the development of strategy and planning.

4. Organisation

- Highly developed ability to plan and prioritise competing work commitments to meet targets and deadlines.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Maintains membership with relevant professional bodies.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date