



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Senior Contract Officer
Health Salaried Officers Agreement: Level G6
Position Number: 008224
Facilities Management
North Metropolitan Health Service

Reporting Relationships

Executive Director Procurement, Infrastructure and Contract Management
HES Health Executive Grade B - Corporate
Position Number: 007997



Manager Finance and Corporate
HSO Level G10
Position Number: 008155



This Position



← Also reporting to this supervisor:

- Area Telecommunications & Mail Manager HSO Level G8
- Area Fleet Manager HSO Level G6
- Coordinator Policy & Risk TBA
- Business Support Officer TBA

Directly reporting to this position:		
Title:	Classification	FTE
Nil		

Other positions under control
• Nil

Prime Function / Key Responsibilities

Develops contract and tender documentation for the Facilities Management Department. Manages Facilities Management contracts for Perth Children’s Hospital (PCH) in accordance with organisational requirements. Participates in and/or manages contract development projects for the Facilities Management Department in accordance with North Metropolitan Health Service (NMHS) objectives. Reviews and monitors all Facilities Management Department contracts.

Brief Summary of Duties

1. Contract Development

- 1.1 Develops contract specifications and contract documentation for allocated contracts in accordance with all applicable Acts, Regulations and Standards and NMHS requirements.
- 1.2 Contributes to the development and procurement of complex Facilities Management contracts, specifically pertaining to PCH.
- 1.3 Liaises and negotiates with contract users, service providers and other internal and external stakeholders, and incorporates input into contract development.
- 1.3 Provides specialist advice and support to the Facilities Management Department in relation to a range of contract development initiatives.

2. Contract Management

- 2.1 Reviews and monitors new and existing contracts for compliance with all applicable Acts, Regulations and Standards and NMHS requirements.
- 2.2 Prepares reports together with recommendations that relate to the performance of contractors in meeting specified contractual outcomes.
- 2.3 Monitors contractor performance through proactive contract management activities including performance reviews and monitoring/resolving contract issues of medium to complex nature.
- 2.4 Liaises with contract users, services providers and other internal and external stakeholders, and incorporates input into the management of contract.
- 2.5 Prepares and coordinates submissions, discussion papers and reports relating to programs.
- 2.6 Undertakes project life-cycle development, including establishment of project mandates.

3. Administrative Duties

- 3.1 Undertakes research and policy analysis into relevant issues as required for the development of appropriate contracts.
- 3.2 Maintains complete and accurate contract records and registers as required.
- 3.3 Drafts and prepares correspondence, contract meeting minutes, reports and other correspondence as required.
- 3.4 Represents the Facilities Management Department on committees and working groups as required.

4. NMHS 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, North 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 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 of PC experience with proven skills in word processing, spread sheeting and databases.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Knowledge of best practice procurement processes.
3. 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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: