



Government of **Western Australia**  
**Mental Health Commission**

**JOB DESCRIPTION FORM**

**HSS Registered**

<b>Position number</b>	00011122
<b>Position title</b>	Contract Officer
<b>Classification</b>	Level 5
<b>Employment Instrument</b>	Public Service and Government Officers General Agreement
<b>Registration date</b>	07 March 2019
<b>Key objectives of the Mental Health Commission</b>	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

**Reporting Relationships**

**Reports to:**

<b>Position Title</b>	<b>Classification</b>	<b>Position No.</b>
Manager Health Liaison & Service Development	PSO Level 7	00011000

**Positions under direct supervision:**

<b>Position Title</b>	<b>Classification</b>	<b>Position No.</b>
Nil		

**We Value:**

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

**Primary Objectives of role:**

The Contracts Officer is responsible for developing, negotiating, and managing Specific Project agreements and assisting the branch in the development of the Commission Service Agreements with the Health Service Providers, and the Head Agreement with the Department of Health. The position monitors performance of purchased services and prepares reports as required.

**In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.**

## **General Responsibilities**

### **Contract Development & Management**

- In consultation with Health Service Providers and stakeholders, develops, or manages in the development, of Specific Projects agreements which include scope drafting and negotiation, and evaluation and contract formulation and management plans.
- In consultation with the Health Service Providers and stakeholders, assists in the development of Commission Service Agreements and the Head Agreement, which include scope development, negotiation, and evaluation of targeted purchasing initiatives.
- Participates in the review of existing agreements and services.
- Implements the risk management framework that identifies issues and mitigates against potential risk.
- Ensures that the service purchasing performance policies, framework and protocols are implemented and complied with and are in accordance with government and compliance requirements.
- Develops and maintains sound working relationships with Health Service Providers, the Department of Health and other stakeholders.
- Contributes to the development of procurement policies, standards, process improvements and guidelines.
- Maintain and update tools to assist the branch in the management and oversight of funding allocations, agreements and purchased services.
- Reviews service reports, maintains performance indicators and evaluates and reports on Health Service Provider performance as required.
- Liaises with Health Service Providers in order to resolve routine contractual issues.

### **Communication & Liaison**

- Represents the branch on relevant committees and working parties when required.
- Establishes and maintains appropriate communication and working relationships with relevant government and non-government agencies, consumers, carers, consumer groups and other stakeholders to ensure services meet established targets.
- Prepares reports and correspondence as required by the Division's management.

## **Selection Criteria**

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

### **Essential Selection Criteria:**

1. Relevant experience in a contract management area including the ability to provide advice and support to relevant stakeholders within a complex environment.
2. Good communication, interpersonal and negotiation skills with the ability to liaise and consult with a range of stakeholders in various contexts.
3. Good research and evaluation skills with the ability to provide solutions to problems and issues.
4. Well-developed organisational skills together with the ability to manage priorities and meet deadlines and timeframes.
5. Ability to work collaboratively within a team environment and contribute to the achievement of team goals and objectives.

### **Appointment Factors**

This position is subject to a:

- Successful criminal record screening.
- Successful Pre-Employment Integrity Check.
- Successful 100 point Identification Check.

### **Ethical Decision Making and Practice**

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

### **Workplace Safety**

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.