



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

DoH Registered

Position number	00007823
Position title	Contract Officer
Classification	Level 5
Employment Instrument	Public Service and Government Officers CSA General Agreement
JDF Registration date	August 2018
Key objectives of the Commission	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:

Position Title	Classification	Position No.
Manager Metro Residential and Overnight Services	Level 7	00007824

Positions under direct supervision:

Position Title	Classification	Position No.
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 and managing contracts with low to moderate risk, and is expected to provide advice on procurement policies and

issues. Further to this the position monitors performance of contracts and provides reports and updates 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 service providers and stakeholders, develops and manages contracts with low to moderate risk and complexity. This includes procurement planning, tender documentation and evaluation, contract formulation and contract management plans.
- Undertakes planning and scopes each allocated contract including identifying and progressing new contract development opportunities and participation in the review of existing contracts and services.
- Develops and maintains effective working relationships between contractors, providers, suppliers and other stakeholders.
- Manages risk in accordance with relevant policies and frameworks. This includes identifying and monitoring issues and mitigating against potential risks as required.
- Ensures that the service purchasing performance policies, frameworks and protocols are implemented and complied with and are in accordance with government policy and compliance requirements.
- Contributes to the development and implementation of procurement policies, standards, process improvements and guidelines.
- Maintains performance indicators and evaluates and reports on contractor/service provider performance as required.
- Liaises with contractors/service providers in order to resolve routine contractual issues.

Communication and 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 briefings, reports and correspondence as required.

Project management

- Manages projects as required.
- Undertakes other duties as required.

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. Experience in contract management or a relevant area including the ability to provide advice and support to relevant stakeholders.
2. Good communication, interpersonal and negotiation skills with the ability to liaise and consult with a range of stakeholders in various contexts.
3. Good conceptual, analytical, research and evaluation skills with the ability to provide solutions to problems and issues.
4. Sound 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.

Desirable Selection Criteria:

1. Qualifications in a relevant field.
2. Understanding of the issues affecting the provision of alcohol, drug and mental health services in Western Australia.

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.