

# JOB ROLE STATEMENT

## CONTRACTS OFFICER LEVEL 3

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** SUPPLY AND TRANSPORT **POSITION NO** P0056807 / P0056819 / P0060111 / P0062420  
P0062421 / P0062456 / P0062584 / P0062805

### KEY RESPONSIBILITIES

Provide purchasing, procurement, contract administration and support services.

### KEY DELIVERIES

#### Contract Administration and Procurement

- Provide general advice and assistance on purchasing, tendering and contract administration standards, systems and processes.
- Liaise and assist contract managers with the timely and effective processing and administration of contracts.
- Provide administrative services for all contracts and purchases in the area of responsibility.
- Maintain the Contract Tracking System (ConTrackS) in an accurate and timely manner.
- Provide support services with reviewing quotation and tender documents.
- Provide support services with calling, opening tenders and awarding contracts.
- Maintain the safe custody and security of procurement documents and records in Corporate Files.
- Maintain currency of insurance/s required for the contract term.
- Register and maintain contract securities and return as required.
- Raise Purchase Orders in the Purchasing System and process contract and general payments.
- Monitor general purchasing and tendering processes for compliance with Main Roads and other procurement related policies.
- Perform supply process audits in accordance with Supply and Transport's Integrated Management System Certification.

#### Probity

- Carry out probity audits for low risk low value contracts.
- Participate in tender evaluation teams for low risk low value contracts.

#### Stakeholder Relationships

- Liaise with contractors, consultants and suppliers on contract administration and procurement matters.
- Attend to general procurement inquiries.

**Note:** The occupants of these positions are not expected to carry out all of the above duties concurrently.

#### **SAFETY, HEALTH AND WELLBEING (SHW)**

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

#### **LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

#### **DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

#### **REPORTING RELATIONSHIPS**

*This position reports to:*

(A) TITLE AND LEVEL		POSITION NO
PROCUREMENT MANAGER	OR	P0056789 OR P0056765 OR P0062419
PROCUREMENT MANAGER GENERAL		P0056777

## CONTRACTS OFFICER LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
		TOTAL	

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Skill, knowledge and experience in:
  - procurement, tendering and contract administration
  - application of procurement management policies and procedures
  - analysis and problem solving
  - building and enhancing stakeholder relationships
  - written communication
- Knowledge of:
  - procurement systems such as: Purchase Orders and Contract Administration
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

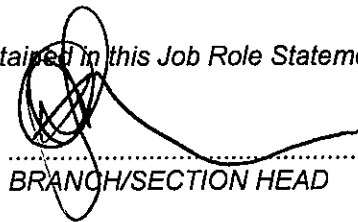
**DESIRABLE:**

- A Certificate in Purchasing or Procurement and Contracting.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE



BRANCH/SECTION HEAD

DATE

09/04/2020

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

SIGNATURE



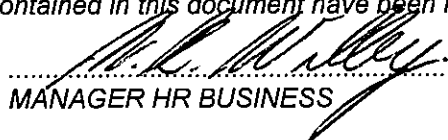
EXECUTIVE DIRECTOR

DATE

09/04/2020

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE



MANAGER HR BUSINESS

DATE

15/4/20