



HSS Registered

CONTRACT MANAGER

Health Salaried Officers Agreement Level G-7

Position Number: 0007797

Procurement and Contract Management

North Metropolitan Health Service

Reporting Relationships

Director Procurement and Contract Management
 Award Level: HSO G12
 Position Number:007793



Senior Contract Manager
 Award Level: HSO G9
 Position Number:007796



This Position



Also reporting to this supervisor:

- Nil

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	<ul style="list-style-type: none"> • Nil
Nil			

Prime Function / Key Responsibilities: Responsible for procurement and management of contracts including Development, procurement, and management of contracts. Negotiation and re-negotiation of contracts and variations. Establishment and maintenance of contract management procedures and contract records. Monitoring, evaluating and reporting on compliance and performance of service providers. Provision of advice internally and externally to the NMHS and liaise with service providers and associated key stakeholders.

Brief Summary of Duties (in order of importance)

1. Procurement and Contract Management

- 1.1 Contribute to the development and maintenance of a best practice service procurement and contract management framework.
- 1.2 Manages the procurement process for the provision of services from Non-Government service providers.
- 1.3 Manage contracts with Non-government service providers.
- 1.4 Supports business areas in the negotiation and re-negotiation of service agreements
- 1.5 Maintain complete and accurate contract records.
- 1.6 Contribute to the resolution of complex contractual and service delivery issues and disputes.
- 1.7 Provision of advice and liaison with service delivery agencies and key stakeholders

2.1 Service Monitoring and Reporting

- 2.2 Monitor evaluate and report on the performance of service providers in meeting specified contractual outcomes.
- 2.3 Identify opportunities to improve the provision of services and the management of contracts with service providers.
- 2.4 Report to the Senior Contract Manager and Director Procurement and Contract Management regularly on the performance of service providers, and the contract management process.

2. Project Management and Leadership

- 3.1 Leads and co-ordinates the development of strategies and methods to monitor evaluate the effectiveness of implemented initiatives and outcomes.
- 3.2 Develops detailed project statements, strategies, risk management and action plans to manage the initiatives, identify dependencies and integrate the initiatives with strategic and business plans.
- 3.3 Manages the focus and budget of projects and contracted resources.

3. Compliance Monitoring

- 4.1 Monitor the effective delivery of contract management processes with contractual requirements, all applicable Acts, Regulations and standards.
- 4.2 Manage compliance with procedures for the engagement of Non-Government service providers.
- 4.3 Works towards establishing effective and supportive relationships with service providers in accordance with State Government policies related to Relationships with the Not-For-Profit Sector.

4. NMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria.

1. Demonstrated experience in contract management, contract procurement and formulation, and tender analysis.
2. Highly developed interpersonal communication skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
3. Excellent written communication skills with the ability to prepare high level contract documentation.
4. The ability to identify problems, and to develop and implement effective solutions to complex issues.
5. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Substantial experience in project management and knowledge of project management methodologies.
3. Experience in the management of service delivery contracts in the non-government sectors
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Current “C” or “C.A.” class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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:
Date:

Position Occupant

Name:
Signature:
Date: