



## Role Statement

|                         |   |
|-------------------------|---|
| <b>Position Title</b>   | <b>Senior Manager Contracts</b>                     |
| <b>Position Number</b>  | <b>40001953</b>                                     |
| <b>Salary and Level</b> | <b>Level 7 PCSCAA 2021</b>                          |
| <b>Reports to</b>       | <b>Director Business Services (Level 8)</b>         |
| <b>Direct Reports</b>   | <b>Senior Contracts Officer Temporary (Level 4)</b> |
| <b>Last Update</b>      | <b>November 2021</b>                                |

### The Organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to Western Australians through community and statutory grants. Lotterywest has supported the Western Australian community for over 80 years. Its vision is to 'build a better Western Australia together.'

Lotterywest is the employing agency for Healthway, which is the only State Government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

### About the Corporate Services Business Unit

Corporate Services is responsible for most of the support functions critical to Lotterywest's operations. In addition to the support role, Corporate Services is responsible for overarching human resources, financial management, records management, project management, governance, security, assurance and compliance.

The business unit comprises seven streams being Business Services; Finance; Legal Services; People and Culture; Planning; Risk Management and Audit; and Security and Assurance.

### Key Focus Areas of Position

Reporting to the Director Business Services, the position is responsible for all aspects of compliance, governance, and customer service relating to the contract life cycle. The role is critical in supporting the business to meet its objectives through its supply arrangements.

The key focus areas are:

- Facilitating all aspects of procurement including undertaking tender processes and overseeing low-value purchasing
- Promoting organisational capability in contract management
- Managing risk and ensuring compliance with Government requirements
- Providing customer-focused advice and contributing to solutions to business challenges
- Identifying better ways of doing things with the view to improving efficiency, compliance, and customer experience

### Key Responsibilities:

- Develops, manages, and maintains Lotterywest and Healthway's contract development and management governance framework including the development and maintenance of policies, processes, training, and Intranet resources

- Facilitates complex tenders including developing high-quality documents in close consultation with SMEs, facilitating risk assessments, undertaking due diligence, negotiating departures from standard conditions of contract including liability and indemnity provisions
- Ensures compliance with Government policy, reporting and record-keeping requirements including maintaining the accuracy and completeness of registers and databases
- Assists in the management of contractor performance, issues and disputes
- Provides support, expertise and advice relating to contentious, high-risk and sensitive contract related matters such as exemptions and variations
- Manages specialist contract administration activities including extensions, variations and insurances
- Maintains up to date knowledge and expertise of contract matters
- Manages risk through the contracting life cycle and seeks expert advice from appropriate sources as required (e.g., Department of Finance, Legal Counsel, RiskCover)
- Provides high quality customer services to support the section in meeting its objectives in being viewed as a valued business partner
- Actively seeks to understand business needs and challenges when formulating advice and options
- Manages the delivery of timely, quality internal and external reporting
- Manages the procurement module of the procure-to-pay system
- Manages input into internal and external audits and implements accepted recommendations
- Reviews and improves processes with the view to maximising efficiency, compliance, and customer experience
- Works closely with other Corporate Services teams including Planning, Legal Services, Finance Services and the Project Management Office to ensure alignment of activities and a seamless customer experience
- Other duties as required

### **Mandatory/Special Role Requirements**

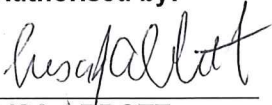
Police Clearance

### **Essential Selection Criteria**

1. Demonstrated high-level experience developing and implementing procurement frameworks, policies and processes in a WA Government context
2. Demonstrated high-level experience in contract development and management for complex requirements including the ability to deliver quality business outcomes in compliance with WA Government requirements
3. High level conceptual, analytical and problem-solving skills with the ability to apply general policy and principles to complex and specific instances
4. Highly developed communication skills and the ability to tailor and deliver high quality content for diverse audiences and formats

5. Demonstrated high-level experience identifying and implementing impactful initiatives and process improvements that enhance efficiency, compliance, and customer experience

**Authorised by:**



**LISA ABBOTT**

**A/ GENERAL MANAGER CORPORATE SERVICES**

**Date:** 23/11/21