



Principal Consultant Contracts

Commercial Services

Position number	00027749
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Contract Planning and Management (Level 8)
Direct reports	Senior Consultant Contracts (Level 6) Consultant Contracts (Level 5) Contracts Officer (Level 4)

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and has responsibility for providing procurement and commercial legal support to the [Department](#) and schools, for contract planning and management, insurance management and fleet management.

Key responsibilities

Specialist Services

- Facilitate, develop and manage complex and/or high-risk whole of Department and school-facing contracts, including procurement planning, contract formation, contract documentation and evaluation, in consultation and negotiation with Department stakeholders.
- Undertake probity, compliance and quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes.
- Undertake research to identify Department contracting needs to support schools, regional and central office and establishes contracting strategies and frameworks.
- Establish whole of Department contracts to manage procurement risks and deliver value for money outcomes to the Department.
- Develop and manage procurement policies, standards, process improvements and guidelines, including the continuous review of contract forms, guides, templates and communications.
- Provide expert advice on complex contract planning development and management issues.

Management and Branch Support

- Provide support to the senior management in responding to ministerial, parliamentary questions and other reporting.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Contribute to the management of the Branch.
- Mentor and lead team members in the development and achievement of Branch business goals.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on committees and working parties.

Customer and Stakeholder Management and Liaison

- Provide proactive and timely advice to stakeholders on strategic procurement and contract management matters.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the public sector contracting framework and experience in developing and/or managing complex, high-risk contracts.
2. Demonstrated highly developed written communication skills with experience in preparing complex procurement and technical documents.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed skills in providing leadership and working collaboratively to manage a range of complex projects.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 23 November 2021
Reference D21/0657293