



HSS Registered

Senior Contracts Officer
Health Salaried Officers Agreement: G-6
Position Number: 110264, 111522, 113159, 110345, 111262 & 115331
Contract Management and Procurement
South Metropolitan Health Service (SMHS)

Reporting Relationships

Director Procurement and Contract Management
 HSO Level: G-12
 Position Number: 115951



Manager Contracts
 HSO Level: G-10
 Position Number: 115337 & 115338



This Position



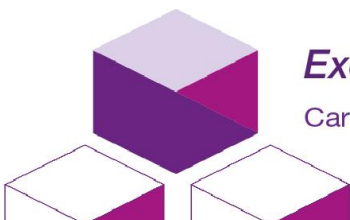
Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Contract and Procurement Manager, Level G 8, 2.0 FTE

Key Responsibilities
 Develops contract and tender documentation. Manages allocated contracts in accordance with organisational requirements. Participates in or manages contract development projects in accordance with Government and Health Service objectives. Reviews and monitors health contracts.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties

1. Contract Development

- 1.1 Develop and manage all aspects of the procurement process in line WA Procurement Rules, Department of Health's Procurement and Contract Management Policy and all applicable SMHS policies including the development of contract specifications and contract documentation.
- 1.2 Contributes to the development and procurement of complex contracts.
- 1.3 Liaises and negotiates with contract users, service providers and other internal and external stakeholders, and incorporate input into contract development.
- 1.4 Provides specialist procurement advice and support as an advisory service to SMHS staff.

2. Contract Management

- 2.1 Manages all aspects of contract management in line WA Procurement Rules, Department of Health's Procurement and Contract Management Policy and all applicable SMHS policies including but not limited to contract closure, variations, abatements, disputes and commercial processes.
- 2.2 Reviews and monitors new and existing contracts for compliance with and achievement of government and Health Service objectives.
- 2.3 Prepares reports together with recommendations that relate to the performance of contractors.
- 2.4 Monitors contractor performance through proactive contract management activities including performance reviews and monitoring/resolving contract issues of medium to complex nature.
- 2.5 Liaises with contract users, services providers and other internal and external stakeholders, and incorporate input into the management of contract.
- 2.6 Prepares and coordinates submissions, discussion papers and reports relating to programs.
- 2.7 Undertakes project life-cycle development, including establishment of project mandates.

3. Other

- 3.1 Undertakes research and policy analysis into health issues as required for the development of appropriate contracts.
- 3.2 Maintains effective liaison with senior officers within the SMHS and external stakeholders.
- 3.3 Drafts and prepares ministerial correspondence, reports and other correspondence as required.
- 3.4 Represents the SMHS Contract Management on committees and working groups as directed.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Participates in the maintenance of a safe work environment.
- 4.3 Participates in an annual performance development review.
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

SMHS Job Description Form

Human Resource Services, South Metropolitan Health Service

Version date: April 2022

Next review: April 2023

HSS Registered 07 July 2022

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Substantial experience in the development, procurement and management of medium to high risk contracts.
2. Well-developed research, analytical and problem-solving skills.
3. Well-developed written, verbal communication skills, with the ability to prepare complex technical documents.
4. Demonstrated high level interpersonal skills with the ability to liaise and negotiate with internal and external stakeholders.
5. Demonstrated experience in the coordination of a range of projects, procurements and commercial contract management including the ability to plan, prioritise, make decisions, meet deadlines and manage issues.
6. Demonstrated initiative and ability to work effectively independently and as a member of a team.
7. Demonstrated high level word processing and database skills in the use of MS Office suite and good knowledge of their advanced capabilities.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.