



Principal Consultant Contracts

Commercial Services

Position number	00039496
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager Contracts Planning and Management (Level 8)
Direct reports	Consultant Contracts (Level 5) Contracts Consultant (Level 4)

Context

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

Key responsibilities

Specialist Services

- facilitates, develops and manages 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 Departmental stakeholders.
- undertakes probity, compliance and quality assessment of contract documents and submissions and completes quality assurance of contract and procurement approval procedures and processes.
- undertakes research to identify Departmental contracting needs to support schools, regional and central services and establishes contracting strategies and frameworks.
- establishes whole of Department contracts to manage procurement risks and deliver value for money outcomes to the Department.
- develops and manages procurement policies, standards, process improvements and guidelines, including the continuous review of contract forms, guides, templates and communications.

- provides expert advice on complex contract planning development and management issues.

Management and Branch Support

- provides support to the Specialist Advisor – Commercial in responding to ministerial and parliamentary questions.
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- contributes to the management of the Branch.
- mentors and leads team members in the development and achievement of Branch business goals.
- contributes 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.
- contributes to change management projects relevant to the Branch.
- represents the Branch, as required, on committees and working parties.

Customer and Stakeholder Management and Liaison

- provides proactive and timely advice to stakeholders on strategic procurement and contract management matters.
- maintains a focus on customer service delivery and continuous improvement of services.
- develops and maintains 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 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 4 April 2019
Reference D19/0147128