

Job Description

VENUES WEST

Position details:

Title:	Contracts Officer Outsourced Venues	Position Number:	03207
Classification:	Level 4		
Branch:	Contracts and Procurement		
Directorate:	Strategy and Partnerships		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award 1989		
Reports to:	Senior Contract Manager		
Direct Reports:	Nil		
Special Conditions:	Nil		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Strategy and Partnerships directorate is responsible for the development and management of contracts and procurements across the VenuesWest business, building relationships with our key partners, provision of long term planning, reforming major business processes, communications and marketing, promotion of commercial activities and positioning VenuesWest for the future.

About the Role

The Contract Officer Outsourced Venues is responsible for the provision of timely, effective and efficient support to the Contracts team and relevant stakeholders of VenuesWest. The role will directly support the management of key contracts.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Contract Development and Management

- Provides contract management support to the Optus Stadium project team.
- Assists with review, evaluation, development and documentation of requests, operational plans and agreements.
- Undertakes research, analysis, and reporting and database management and contributes to continuous improvement processes.
- Assists with development and documentation of contracts, licence agreements and lease arrangements.
- Assists in establishing the scope for contracts and agreements through research of past and current contracts, agreements and reference documents.
- Assists with the establishment and administration of contract management plans and contract records.
- Assists in developing performance indicators and evaluating and reporting on contract performance.
- Provides support in the provision of specialist advice on contract development and management issues.
- Assists with monitoring, evaluating and reporting on compliance and performance of service providers including compliance with Government, agency and public sector policy and processes for contracts and agreements.
- Keeps abreast of requirements and changes to guidelines issued by the State Supply Commission.
- Assists with monitoring compliance with all Acts, Regulations and standards applicable to the contracts, licenses, leases and services provided.
- Assists with negotiation and re-negotiation of contracts, licenses, leases and variations.
- Assists in liaising with service providers and associated key stakeholders.
- Assists in procurement and the evaluation of tenders as required.

Client and Stakeholder Management

- Establishes and maintains liaison with other Directorates to ensure the enhancement and successful delivery of services through contractual arrangements.
- Assists in establishing and maintaining relationships with contractors, State Solicitors Office, local governments and committees in relation to contracting matters.
- Maintains and promotes relationships with lessees and licensees to VenuesWest.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Other duties as required.



About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated experience in the preparation of complex documents and contract management skills including contract administration and monitoring and evaluating performance of contracts, licenses and leases.
2. Supports shared purpose and direction by understanding the work environment; contributes to team planning; analyses information and identifies risks and uncertainties in procedures and tasks.
3. Monitors own progress against performance expectations; demonstrates knowledge of new programs, products and services; works to agreed priorities responding to changes in requirements to ensure results are achieved.
4. Builds and maintains relationships with team members, colleagues and clients; shares information with and contributes to team discussions; treats people with courtesy and respect; responds to diverse experiences seeking input from others and supports a culture of quality customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; maintains effective performance in challenging situations; takes responsibility for completion of work and seeks self-development opportunities.
6. Communicates clearly both orally and in writing, structuring messages clearly and succinctly; listens to differing ideas and understands issues.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Knowledge and understanding of the sports and entertainment industries

Employment Conditions and Eligibility

Appointment to this position is conditional upon:


- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Michael Paarup General Manager Contracts and Procurement		Date Approved: 14/01/2019
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:

	/...../.....
Signature:		Date Signed:/...../.....

