



Manager, Contract Management and Advisory Services

Commercial and Contracting Services

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| Position number | 00040724 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 8 |
| Reports to | Specialist Advisor – Commercial (Specified Calling Level 5) |
| Direct reports | Various |

Context

The Commercial and Contracting 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.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Leadership and Management

- Manage the provision of high quality Department-wide strategic contract planning and readiness, contract management and risk management services to officers of the Department for goods and services and community services contracting.
- Provide tactical management and leadership of the Branch, including supervision and performance management of staff.
- Manage and administer selected contracts for Department wide school-facing contracts.
- Lead and manage major projects to achieve Department and Government outcomes for procurement planning and contract management for the Department and schools.
- Contribute to and influence Division strategic directions and business plans through promoting awareness of best practice, trends and issues concerning the core functions of the Branch.
- Develop plans and systems that support, enable and monitor achievement of Branch objectives in alignment with the Directorate's vision and imperatives, including the development and implementation of strategies to ensure effective contract planning and contract management services.
- Provide leadership for the development and implementation of frameworks and strategies to ensure effective procurement services and contract management services.

- Deploy Branch resources, people, financial, physical and information, to ensure they are available to address the Directorate's strategic plans, legislative obligations and other organisational priorities.
- Create a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Directorate goals and facilitates accomplishment of designated roles and deliverables.
- 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.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Lead and oversee change management projects relevant to the Branch.

Client and Stakeholder Management

- Provide high-level strategic contract planning and contract management advice and leadership to Deputy Director General, Corporate Executive, senior managers, and schools.
- Support the Specialist Advisor - Commercial with the provision of accurate and timely briefings and the preparation of parliamentary and ministerial responses.
- Develop and manage an advisory service on procurement readiness, contract management and governance matters in relation to goods and services and community services contracting.
- Provide guidance and direction to a broad range of Department and school clients related to goods and services and community services contract planning and management.
- Build constructive alliances with customers, stakeholders, interest groups and across the Division to enable development, acceptance and achievement of designated contract outcomes and to promote service capabilities.
- Foster links with Department of Finance, other government agencies, consultant organisations and professional bodies in relation to contract planning and management matters.
- Represent the Directorate, as required, on Departmental and cross-government committees and working parties, including tender review committees, from time to time.

Specialist Services

- Undertake research and report on contract planning and management issues, including latest developments in planning and contract management, policies, standards and compliance, to ensure the on-going development of policy initiatives in goods and services and community services contracting.
- Provide contract planning and contract management training as required.
- Investigate and provide recommendations on complex issues related to contract planning, management and legislation to ensure informed decisions are made to optimise resource allocations.
- Facilitate prepare and maintain agency wide procurement framework documents, strategic forward procurement plans and manages other reporting obligations of the WA Procurement Rules.
- Manage the Department contract register and procurement and contract management system.

Selection Criteria

1. Demonstrated high-level knowledge of Government procurement and contracting frameworks, policies, issues and strategic directions.

2. Demonstrated high-level skills and experience in complex, high-risk contract development and/or contract management.
3. Demonstrated strategic leadership skills in managing human, physical, financial, technological and information resources and in coordinating and delivering effective strategic outcomes.
4. Demonstrated high-level verbal and written communication and interpersonal skills with the ability to effectively liaise with, and influence key internal and external stakeholders at a senior level and to build strong relationships.
5. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
6. Demonstrated high-level analytical and conceptual skills to provide innovative solutions to complex problems and to implement opportunities to enhance product/service delivery and capitalise on these through effective change strategies.

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 26 May 2023
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