



Contracts Officer

Commercial Services

Position number	00036753
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Principal Consultant Contracts (Level 7)
Direct reports	Nil

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

- In consultation with stakeholders, develop low to moderate risk contracts including the formation of contracts and preparation of tender/quotation documentation and evaluation process.
- Provide purchasing advice on routine, low-risk contract development and management issues.
- Liaise with clients and stakeholders on operational tendering matters.
- Facilitate tender evaluations and prepare tender evaluation reports and contract documentation for low risk procurements.
- Undertake research and analysis of contracts to identify improvements on Departmental and/or school procurement.

Branch Support

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- Provide executive and administrative support to relevant consultative groups, Branch meetings and workshops, and initiate follow up action/s when required.
- Coordinate and participate in contract presentations as required.
- 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 Directorate committees and working parties.

Customer and Stakeholder Liaison

- Provide advice to clients, contractors and potential suppliers on routine contract development and management.
- Liaise with other parties, including the Department of Finance, on matters pertaining to procurement and contracts.
- 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 knowledge of Public Sector Procurement policies, issues and strategic directions.
2. Demonstrated experience and skills in contract development and/or contract management.
3. Demonstrated sound written communication and presentation skills, including the ability to prepare reports, procurement and specification documents.
4. Demonstrated sound oral and interpersonal communication skills, including the ability to communicate effectively with clients and work constructively as part of a team.
5. Demonstrated sound research, organisational, analytical and problem solving skills, including the ability to identify patterns, process improvements and deliver outcomes on schedule.

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 D21/0657428