



Consultant Contracts

Contract Planning and Management

Position number	00017982
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
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 the provision of support to the Department and Schools, for contract planning and management, insurance management, fleet management and commercial legal advice.

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Key responsibilities

Specialist Services

- Assist in managing significant contracts and develop medium risk Department contracts, including procurement planning; tender documents and evaluation; and contract formation, in consultation and negotiation with stakeholders.
- Assist in completing compliance and quality assessment of contract documents and submissions, and the quality assurance of contract and procurement approval procedures and processes.
- Undertake research and analysis and assist to identify contract opportunities for whole of Department and school-facing contracts, and facilitates and implements non-complex contracts to manage risk and deliver value for money.

Branch Support

- Assist in the development, implementation and continuous review of contract forms, guides, templates and communications.
- Liaise with other parties, including the Department of Finance, on matters pertaining to procurement and contracts.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.

- Represent the Branch, as required, on internal committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide advice to stakeholders on non-complex procurement and contracting matters, including the use of Common Use Arrangements and on contracting procedures and practices.
- Promotes good contract management practices, including contract administration and fostering positive relationships between contractors and stakeholders.
- 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 practical knowledge of, and experience in, the development of contract documentation, tender analysis and contract administration in the context of the public sector contracting framework.
2. Demonstrated well developed communication (oral) and interpersonal skills, including the ability to communicate effectively and professionally with internal and external stakeholders and build effective relationships and networks.
3. Demonstrated well developed evaluation, analytical and conceptual skills, including the ability to provide innovation thinking in developing and implementing projects.
4. Demonstrated well developed written communication skills, including the ability to prepare contracts.
5. Demonstrated well developed organisational skills, including the ability to prioritise tasks to meet conflicting deadlines.

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 27 July 2021
Reference D21/0384531