



Senior Consultant Contracts

Commercial Services

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| Position number | 00040830 |
| Agreement | Public Service CSA General Agreement 2019 (or as replaced) |
| Classification | Level 6 |
| Reports to | Principal Consultant Contracts (Level 7) |
| Direct reports | Contracts Consultant (Level 4) |

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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Research, identify, evaluate and analyse procurement data to identify Department contract opportunities to deliver value for money outcomes to the Department and that support schools.
- Contribute to the development, implementation and continuous review of contract forms, guides, templates and communications.
- Develop systems and processes for the effective monitoring, approval and quality assurance of contract documents, submissions and arrangements including conducting reviews.
- Develop and manage moderately complex and/or medium to high-risk whole of Department and/or schools contracts, including procurement planning, tender documents and evaluation, and contract formation, in consultation and negotiations with stakeholders.

Directorate Support

- Assist the Principal Consultant Contracts with responses to Ministerials and parliamentary questions.
- 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 internal committees and working parties.
- 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.

Customer and Stakeholder Support and Liaison

- Provide proactive and timely advice and information to stakeholders on contract compliance practice and management matters.
- Liaise with other parties, including the Department of Finance, on matters relating to procurement and contracting.
- 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 considerable 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 knowledge and understanding of government procurement policies practices and issues.
3. Demonstrated well developed interpersonal and communications skills with the ability to liaise, consult and negotiate effectively with a range of stakeholders in a range of contexts.
4. Demonstrated well developed research and analytical skills, including the ability to provide innovative thinking to complex problems and issues.
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 20 October 2020
Reference D20/0528499