

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Contracts Coordinator	Designation and Classification Level	Level 7
Position No	2228	Division	Infrastructure Services & Planning
Business Unit	Contracts Management	Reports To	General Manager, Infrastructure Services and Planning
Location	Katherine	Date Created	February 2021
2. POSITION CONTEXT			
Position Summary/Purpose	Provide professional and specialist Contract administration, by assisting with coordinating various Northern Territory Government contracts to a high standard to ensure Councils ongoing financial viability.		
3. KEY RESPONSIBILITIES			
<p>1. <u>Service Delivery, Planning and Monitoring</u></p> <ul style="list-style-type: none"> • Work with all business units within the Contracts division to ensure that contract administration, reports and correspondence are addressed in a timely and professional manner. • Assist with the preparation of annual project/program reports for Council and for external agencies. • Daily monitoring and reporting of KPIs within established timeframes. • Initiate, arrange and coordinate such meeting, presentations and discussions as may be required between RGRC and/or customer personnel for the exchange of information or solution of problems that arise during the life of the contract. Negotiates solutions to technical, financial and scheduling problems with customers. • Use initiative and highly developed problem solving techniques to mediate and/or negotiate difficult matters with key stakeholders to ensure corporate support tasks are carried out efficiently and effectively. • Use highly developed skills to manage budgets and work performance of all contracts. • Initiate, arrange and coordinate such meeting, presentations and discussions as may be required between RGRC and/or customer personnel for the exchange of information or solution of problems that arise during the life of the contract • Provide high quality organisational and financial management support, including; booking accommodation, ordering of materials, and raising of invoices. • Provide high quality organisational and financial management support, including; booking accommodation, ordering of materials, and raising of invoices. • Provide positive assistance to all staff within the Contracts department including those based in remote communities. <p>2. <u>Organisational Sustainability</u></p> <ul style="list-style-type: none"> • Monitor and maintain systems that ensure that billing is calculated and processed accurately • In partnership with Human Resources manage staff processes including recruitment, participation in interview panels, operational management and performance management. • Coordinate multiple Northern Territory Government contracts to a high standard. • Report to the GM IPS on the performance of programs under responsibility. • Assist with the preparation of annual program reports for Council and for external agencies. • Promote and abide by all relevant Council policies and procedures, including Code of Conduct, EEO policy and WHS Policy • Ensure high quality office management systems, including; records, financial and other data management, are effectively administered. • Provide effective communication across all relevant business units to ensure that all contract related office administration, reports and correspondence are addressed in a timely and professional manner. 			

3. Quality and Continuous Improvement

- Provide assistance with the preparation of quotations for a range of Council operations including, housing repairs and maintenance, construction and ground maintenance.
- Develop and maintain effective partnerships and linkages with managers, agencies, suppliers, contractors, service providers, community organisations and a range of other stakeholders, to assist in achieving Council's strategic objectives in relation to contracts and economic development.
- Assist with preparing high level and complex tender and quotation submissions in line with strategic and operational plans for Council for a range of economic and commercially based projects and programs.
- Develop standard operating procedures for contracts/programs responsible for to improve internal efficiencies.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Diploma in Business Administration with a minimum of two (2) years considerable experience in a similar role, or Bachelor Degree in Business Administration with little or no relevant work experience.
2. Advanced Microsoft Office (Word, Excel, and Outlook) skills and/or training, including experience using computer software systems such as MYOB
3. Demonstrated knowledge of the Local Government Procurement Act
4. Demonstrated competence ensuring high quality office management systems, including; records, financial and other data management, are effectively administered.
5. Demonstrated ability to write non-standard correspondence, reports and/or submissions.
6. Demonstrated ability to plan at a strategic level to coordinate a range of activities across a number of teams.
7. Demonstrated work organisational skills to develop, manage, motivate and control work teams to achieve contractual and organisational goals and objectives.
8. Well-developed interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients
9. Well-developed organisational skills, time management and attention to detail.

DESIRABLE

1. Experience in a Local Government environment and knowledge of the Local Government Act.
2. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

MANADATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

ACKNOWLEDGEMENT

GENERAL MANAGER		Date Approved:	Signature:
Employee Name		Date:	Signature: