



JOB OVERVIEW



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| JOB TITLE | Contracts Manager | | |
| JOB LOCATION | Regional Office | WEEKLY HOURS | 38 |
| DIVISION / DEPARTMENT | Council Operations | LEVEL | 8 |
| DIRECT REPORTS | Nil | WORKING CONDITIONS | Based in Katherine Regional Office, remote travel required and stays in remote communities |
| REPORTS TO | Director of Council Operations | EMPLOYMENT CONDITIONS | Victoria Daly Regional Council Enterprise Agreement 2018 – 2021. |

POSITION DETAILS

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| JOB PURPOSE | This position is responsible for the management and coordination of contracts within the division including administration, supervision, compliance, budget management and reporting. | | |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Work as part of a team to ensure a collaborative approach is taken to achieve positive outcomes. 2. Manage and prepare tender documentation for public release including report and recommendations to Council. 3. Manage and monitor the administration of Council contracts ensuring all requirement provisions in contracts are compliant with all relevant laws and regulations. 4. Provide reports on the status of contracts and project including income and expenditure to the Director of Operations. 5. Manage all contract variations through the Director of Operations or appropriate Director. 6. Manage and ensure all documentation associated with tenders or contracts is in place including, land leases, permits, quotes, estimates, drawings, survey, schedules and services to be provided. 7. Manage the ongoing monitoring of contractual compliance, including monitoring performance and addressing non-performance, to achieve the required contract outcomes. 8. Assist in the development and compliance of a contracts reporting schedule. 9. Keep accurate records of all contracts including progress updates and file notes. 10. Coordinate with finance staff to ensure the accuracy of funding provisions. 11. Develop and prepare regular reports on the status of contracts. 12. Determine the priorities, goals and objectives of work functions as per reporting schedule. 13. Assist with the implementation and interpretation of related policies and procedures. 14. Assist with the review of contract payment audits. 15. Play an active role in the development and ongoing maintenance of a computer database for the contract management system. 16. May provide direction to key stakeholders and staff regarding relevant contract provisions. 17. Support the contracts team and Senior Contracts Manager where required. 18. Maintain a safe working environment and ensure that relevant Work Health and Safety regulations are adhered to. | | |

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

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| EDUCATION REQUIREMENTS | Diploma or equivalent experience in Contract Management. (Essential). |
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| EXPERIENCE & KNOWLEDGE REQUIREMENTS | <ol style="list-style-type: none"> 1. Proven experience in contract management, including estimates, contract administration, tendering procedures and processes. 2. Well-developed knowledge of the preparation of procurement documentation relating to contract's, assessment and recommendation of tenders as based on the value for money principle. 3. High level interpersonal, communication skills and the ability to be able to multitask. 4. High level of adaptability and flexibility including the ability to manage pressure, change and meet deadlines in an environment undertaking continuous improvement in with a focus on effective service delivery. 5. Proven co-ordination and management of both internal and external consultant resources where necessary. 6. High level of organisational skills and attention to detail. 7. Demonstrated ability to compile, write and analyse reports. 8. Ability to work with minimal supervision and in a small team. 9. Sound knowledge of the principles of Work Health and Safety. 10. Advance computer skills. 11. Previous experience in the development of a contracts reporting schedule. | | |
| OTHER REQUIREMENTS | <ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. A Current NT Drivers licence | | |
| PHYSICAL REQUIREMENTS | The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021. | | |
| ENDORSED By MATTHEW CHEMINANT DIRECTOR OF COUNCIL OPERATIONS |  | DATE APPROVED | 3/8/2021 |
| APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER |  | DATE APPROVED | 3/8/2021 |