

## Position Description

<b>Position Title:</b> Contracts Administrator	<b>Location:</b> Launceston	<b>Water Award Classification:</b> Level 6
<b>Reports To:</b> Procurement and Contracts Lead	<b>Direct Reports:</b> Nil	
<b>Primary Objective</b>		
The primary objective of this role is to assist the Procurement and Contracts Lead as follows; updating existing contracts, explaining terms and conditions to stakeholders; ensuring that employees understand and comply with company contracts, analyse potential risks involved with specific contract terms, stay up-to date with legislative changes, coordinate with the legal department as needed in accordance with the organisation's values, contract specifications, irrigator agreements and legislative compliance.		
<b>Key Roles and Responsibilities</b>		
<ul style="list-style-type: none"><li>• Assist the Procurement and Contracts Lead in the ongoing development, maintenance and employment of Tasmanian Irrigation's Procurement framework including policy, procedures, systems and processes.</li><li>• To assist in the development and deployment of a suite of standard procurement and contract template documents.</li><li>• As directed, undertake the preparation, issue, evaluation, recommendation and award of tenders.</li><li>• As directed, undertake administrative contract management duties including contract document development, tracking milestones, processing variations and input of data into the contract management system.</li><li>• Assist the Procurement and Contracts Lead to provide advice and support to employees responsible for the management of contractual arrangements including supplier performance management and dispute resolution.</li><li>• Maintain a contracts register and appropriate document control process associated with the management and maintenance of Tasmanian Irrigation's contractual obligations.</li><li>• Be proactive and work positively with the Project team with the over-riding objective of ensuring contracts are delivered in accordance with the contract terms including quality, cost and time.</li><li>• Ensure compliance with contractual terms and conditions as required.</li><li>• Build and maintain a sound working relationship with contractors, suppliers and consultants.</li></ul>		
<b>Workplace Health &amp; Safety</b>		
<ul style="list-style-type: none"><li>• Be responsible for own health and safety (including mental health) and the health and safety of others.</li><li>• Actively promote workplace health and safety.</li><li>• Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements.</li><li>• Be aware of and promote fire and emergency procedures.</li><li>• Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.</li></ul>		
<b>Organisational Environment</b>		
<ul style="list-style-type: none"><li>• Work with all employees to proactively maintain a positive, enduring culture and work environment.</li><li>• Act with integrity and fairness in dealings with internal and external stakeholders.</li><li>• Work efficiently under pressure with multiple priorities.</li><li>• Ensure all work carried out retains its simplicity while being of the highest standard.</li><li>• Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.</li></ul>		

<b>Skills and Competencies / Selection Criteria</b>	
<b>Essential</b>	<b>Desirable</b>
At least 5 years' experience in a Contract Administration role in construction or similar industry	Previous experience working on the side of the Principal in a civil construction environment
Experience in administrative procedures and systems including document control, data entry and file management	Experience with financial, procurement and project reporting software applications
Excellent attention to detail and organisational skills	
Strong communications skills (written and verbal), enabling the ability to communicate effectively with internal and external stakeholders	
Strong working knowledge of Microsoft office	
<b>TI Capability Level 6</b> <ul style="list-style-type: none"> <li>• Communicates with Influence</li> <li>• Cultivates Productive Working relationships</li> <li>• Shapes Strategic Thinking</li> <li>• Exemplifies Personal Drive and Integrity</li> <li>• Achieves Results</li> </ul>	
<b>Physical Requirements</b>	
This role is office based & remotely (in align with Covid-safe measures). Access to office via stairs/lift.	
<b>Key Working Relationships</b>	
<p><b>Internally</b> this position works mainly with:</p> <ul style="list-style-type: none"> <li>• Project Manager(s) and Program Development and Delivery team</li> <li>• Technical Support Services team</li> <li>• Environmental, Health and Safety team</li> <li>• Water Delivery team</li> </ul> <p><b>Externally</b> key working relationships are with:</p> <ul style="list-style-type: none"> <li>• Landholders</li> <li>• Contractors</li> <li>• Consultants</li> <li>• Suppliers and service providers</li> </ul>	
<b>Performance Criteria</b>	
<b>TI Capability Level 6</b> <ul style="list-style-type: none"> <li>• Communicates with Influence</li> <li>• Cultivates Productive Working relationships</li> <li>• Shapes Strategic Thinking</li> <li>• Exemplifies Personal Drive and Integrity</li> <li>• Achieves Results</li> </ul>	

**Verification:**

We certify that the content of this position description is accurate:

Position Holder: \_\_\_\_\_ / /

CEO : \_\_\_\_\_ / /

## TI capabilities at level 6

<b>Communicates with Influence</b>	<b>Cultivates Productive Working Relationships</b>	<b>Shapes Strategic Thinking</b>	<b>Exemplifies personal drive and integrity</b>	<b>Achieves Results</b>
<ul style="list-style-type: none"> <li>•Communicates clearly, listens</li> <li>•Understands and Adapts to Audience</li> <li>•Negotiates Persuasively</li> </ul>	<ul style="list-style-type: none"> <li>•Nurtures Internal and External Relationships</li> <li>•Facilitates Cooperation and Partnerships</li> <li>•Values Individual Differences and Diversity</li> <li>•Guides, Mentors and Develops People</li> </ul>	<ul style="list-style-type: none"> <li>•Inspires a sense of purpose and direction</li> <li>•Focuses strategically</li> <li>•Harnesses Information and Opportunities</li> <li>•Shows Judgement, Intelligence and Common Sense</li> </ul>	<ul style="list-style-type: none"> <li>•Demonstrates professionalism and probity.</li> <li>•Engages with risk and shows personal courage, commits to action,</li> <li>•Displays resilience and adaptability</li> <li>•Demonstrates self-awareness and commitment to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>•Builds Organisational Capability and responsiveness</li> <li>•Harnesses professional Expertise</li> <li>•Steers and Implements Change and Deals with Uncertainty</li> <li>•Ensure Closure and Delivers on Intended Results.</li> </ul>
<b>Behavioural Descriptors</b>	<b>Behavioural Descriptors</b>	<b>Behavioural Descriptors</b>	<b>Behavioural Descriptors</b>	<b>Behavioural Descriptors</b>
<ul style="list-style-type: none"> <li>•Listens actively to ensure views and information are properly exchanged.</li> <li>•Keeps people up to date and fully informed of any changes to the original communication or plan.</li> <li>•Uses and adapts style to the needs of the audience.</li> <li>•Establishes credibility and approaches negotiations persuasively.</li> <li>•Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals.</li> <li>•Allows for genuine contest of ideas and pulls disparate views into a coherent position and finds common ground to facilitate agreement and acceptance of mutually beneficial solutions.</li> </ul>	<ul style="list-style-type: none"> <li>•Nurtures internal and external relationships.</li> <li>•Responds to others in a respectful and appropriate manner.</li> <li>•Supports the development of a work environment where people work together and value collaboration and teamwork.</li> <li>•Supports and respects the individuality of others and recognises the benefits of diversity.</li> <li>•Seeks assistance when necessary and provides the same to others.</li> <li>•Recognises different skill areas and levels of expertise.</li> <li>•Works effectively across and throughout TI, sharing information to others as needed and required.</li> <li>•Models commitment to customer service and delivery.</li> <li>•Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen.</li> </ul>	<ul style="list-style-type: none"> <li>•Contributes to, shapes the organisation's vision and goals.</li> <li>•Contributes to the team planning.</li> <li>•Thinks about problems from different perspectives.</li> <li>•Keeps abreast of technical changes relating to their functional area.</li> <li>•Critically evaluates information before applying intellect and experience to the final judgement.</li> <li>•Seeks to acquire appropriate expert knowledge and is open to new information and different perspectives.</li> <li>•Thinks through problems from various viewpoints and analyses them objectively.</li> </ul>	<ul style="list-style-type: none"> <li>•Adheres to and promotes Tas Irrigation Values.</li> <li>•Takes responsibility for getting things done.</li> <li>•Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills.</li> <li>•Willing to speak up about issues or recognise good work.</li> <li>•Prepared to ask for help.</li> <li>•Implements policies based on TI decisions.</li> <li>•Is independently minded and willing to challenge ideas and confront issues.</li> <li>•Is prepared to acknowledge when in the wrong. Readily invests extra effort and initiative into progressing work.</li> </ul>	<ul style="list-style-type: none"> <li>•Works across the organisation to achieve agreed outcomes and results.</li> <li>•Takes advantage of information technology, share ideas and intentions.</li> <li>•Helps to establish systems and processes.</li> <li>•Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills.</li> <li>•Works across organisational boundaries.</li> </ul>