

CITY OF WANNEROO POSITION DESCRIPTION

POSITION TITLE: Contract Administrator	DIRECTORATE: Assets	DATE: June 2024
REPORTS TO: Manager Waste Services	SERVICE UNIT: Waste Services	LEVEL: 6
POSITION NUMBER: 4417	SUB UNIT:	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical) 20/20/60	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Under regular supervision, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the service plan and Performance & Development Review Conversation, by applying administrative skills, knowledge, experience and judgement, guided by established policies, procedures, methods and guidelines to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including vendors and suppliers; the business community; members of the public; and City Leaders and employees.

A challenging aspect of the role is ensuring the consistent interpretation of relevant legislation, standards and undertaking accurate and consistent work within an environment that includes regular interruptions, changing and competing priorities and tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, this role is required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Provides a contract administration service to the Waste Services team in accordance with relevant legislation and the City's policies, processes and procedures, ensuring probity, accountability and transparency in the procurement of goods and services.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

Key Result Areas:	Outcomes:
Collaboration & Teamwork	<ul style="list-style-type: none">• Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.• Thinks critically and actively collaborates with colleagues and Leaders.• Contributes to the development of business improvement initiatives.
Customers & Stakeholders	<ul style="list-style-type: none">• Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.• Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
Efficient & Effective Delivery	<ul style="list-style-type: none">• Facilitates the City's formal quotation and contract processes in accordance with relevant legislation and the City's policies, processes and procedures, ensuring probity, accountability and transparency in the procurement of goods and services.• Investigates contractual issues and recommends appropriate actions, in accordance with relevant legislation and the City's policies, processes and procedures.• Provides advice and guidance to customers and stakeholders on contract management related matters, in accordance with relevant policies, procedures and legislation.• Develops and delivers training in contract management systems, processes and procedures, ensuring that employees have the appropriate knowledge and skills to procure goods and services.• Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.• Proposes innovation and business improvement initiatives within area of accountability activity.
Systems & Processes	<ul style="list-style-type: none">• Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.• Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.• Contributes to the development of processes and procedures that support the work of the Service Unit.
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.• Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.• Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline such as procurement and contracts management or similar.
- Relevant experience in a similar role is desirable.
- Intermediate experience in the efficient utilisation of information systems and technology.

Skills and Knowledge:

- Intermediate computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Advanced communication and problem-solving skills.
- Intermediate research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of procurement and contract management principles and practices.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

Key Stakeholder Relationships:

- Support the assigned Service Unit Manager and Coordinator to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name

John Gault

Date:

10 October 2024

Next Up Leader:

Harminder Singh

Date:

10 October 2024