

POSITION DESCRIPTION

Position Title:	Contract Administration Officer
Position Number:	11038
Directorate:	Strategic Projects & Infrastructure
Reports to:	Manager Asset Maintenance
Department:	Asset Maintenance
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	Level 5

1. POSITION OVERVIEW

The Contract Administration Officer is responsible for ensuring the Asset Maintenance Departments procurement and contract compliance with City policy and legislative requirements. The department comprises the areas of Parks and Gardens, Technical Services, Operations and Building Maintenance. The Asset Maintenance department oversees the maintenance, renewal and replacement of an extensive asset portfolio.

1.1 Position Objectives

- Responsible for contract and tender compliance and administration functions across the Asset Maintenance department
- Plan and implement process review/change to improve quality, increase productivity within the Contract and Procurement process

2. DUTIES & RESPONSIBILITIES

2.1 Contract and Tender Administration

- Assist Asset Maintenance Coordinators with preparation and administration of Tenders and Contracts to ensure compliance with council policy
- Manage the establishment of tender documentation
- Management of the tender/quotation and evaluation process
- Oversee the tender evaluation to ensure compliance with the relevant governance requirements.
- Generate tender reports to provide clear insights and recommendations
- Preparation and administration of the tender/quotation contract documentation
- Manage the administration of variations to contracts
- Facilitate regular meetings with contractors to ensure contract compliance, taking and distributing minutes
- Ensure contractor compliance with insurances, certificates, registration and licenses
- Support Coordinator with performance management of Contractor and associated performance reviews

2.2 Infrastructure Services

- Identify, develop, communicate and manage:
 - Procurement processes to ensure that department procurement processes and policies are always adhered to
 - Process improvement initiatives in line with policy and procedure and provide technical and analytical support and liaison with specialist in the delivery of corporate procedure and process initiatives
 - Report progress and uptake of change and improvement initiatives

2.3 Financial

- Assist Manager Asset Maintenance and Coordinators with research and preparation of reports
- Responsible to ensure procedures are followed, reviewed and updated
- Assist Coordinators with preparation of contract budgets and cash flows
- Facilitate budget overview process of project delivery within the Asset Maintenance team and provide advice on changes within the program.

2.4 Reporting

- Assist with the preparation of reports, including but not limited to progress & financial reports and acquittals.
- Generate regular contract status reports detailing the current state of ongoing contracts.
- Summarise key milestones achieved, deliverables completed, and any deviations from the original contract terms.
- Highlight upcoming milestones, deadlines, and potential risks that may impact contract execution.

2.5 Health and Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority & Accountability

- Works under general supervision of the Manager Asset Maintenance
- Works in accordance with approved council policies, procedures and guidelines

3.2 Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Well-developed conceptual and analytical skills with demonstrated experience in developing, assessing and implementing strategic solutions and plans

3.2 Specialist Knowledge and Skills

- Contract and procurement negotiation skills to effectively communicate with a range of key stakeholders
- Highly developed record keeping, administrative, problem solving, time management and organisational skills
- Knowledge and demonstrated experience in the operation of Local Government desirable but not essential
- Medium level knowledge in Microsoft Excel essential
- Civil and construction knowledge desirable but not essential

- Skills and knowledge in the collection and analysis of information
- Proven experience in process improvement, with a record of successful implementation of change

3.3 Interpersonal Skills

- Developed numeracy, written and verbal communication skills relevant to the work area.
- Demonstrated ability to participate in meeting/group discussions, lead group discussions, make presentations and provide mentoring
- Developed communication and interpersonal skills to enable professional interaction with a range of people including Senior Management, government agencies, internal customers and suppliers/contractors
- Ability to work cross-functionally with other leaders on sensitive and/or confidential issues
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.

3.4 Qualifications and Experience

- Proven experience in either Contract Administration / Procurement functions and processes or financial management and reporting for procurement
- Relevant qualification relating to this field highly regarded
- Current C class driver's licence
- Current National (or Federal) Police Certificate (no more than 6 months old)