

Role Statement



TITLE OF POSITION: Team Leader Contract Management
(Goods and Services)
CLASSIFICATION LEVEL: ASO-8
REPORTS TO: Head of Contract Management

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of five directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal and Portfolio Management Office.

Investment Services is responsible for the provision of Corporate Finance, Procurement and Contracting, Assurance and Risk management functions and services across the organisation including financial control, business partnering, financial improvement and systems, strategic resourcing strategy and operations and across government contract services.

Role Overview

This role forms part of the Procurement and Contracting Section, which is responsible for delivering the full life cycle of procurement and contract management services for DPTI.

The Team Leader Contract Management is accountable to the Head of Contract Management and is responsible for contract management and leading a team of contract managers to ensure that goods and services contracts are administered effectively, that all commitments are met and agreed outcomes are secured. The role is also responsible for developing Contract Management capability within the team in alignment with the Head of Contract Management's capability objectives. The role is responsible for managing more complex contracts, and is responsible for effectively developing and implementing efficient contract management strategies across DPTI and will be regarded as a subject matter aspect in all aspects of Contract Management.

Directorate:
Position Number:
ANZCO Code:
Location: #11153705
Version 1.0 (16/01/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Occupational Capabilities of the Role

The Team Leader Contract Management is required to undertake a wide range of activities which may include all or any of the following:

CONTRACT RISK MANAGEMENT

- Proactively keeps abreast of risk management processes and manages risks at a contractual level and develops solutions/risk mitigation strategies in consultation with other functions as appropriate (e.g. finance, legal etc.) to ensure appropriate ownership of risk between the Department and the supplier/contractor in accordance with risk management principles
- Ensures Department compliance and works with the Head of Contract Management to eliminate non-compliant practices in contract management

CONTRACT MANAGEMENT

- Establishes and maintains robust, long term supplier/contractor relationships in order to effectively oversee all commercial contract management processes in line with contract law, legislation, tender and contracting procedures, legislation, fair trading practices, insurance requirements, intellectual property, warranties and freedom of information
- Manages stakeholder relationships on high value/high risk contracts to ensure contracts and associated obligations are fully understood to meet the intent of the business need. Coordinates with General Managers to ensure performance issues are addressed effectively
- Completes critical procurement contracts across all stages including needs identification, planning and analysis of specifications, development of KPI's, performance metrics and SLA's, supplier/contractor negotiation, preparation of documentation and contract creation
- Reviews, negotiates and mitigates variations within critical contracts, utilising expert negotiation and dispute resolution techniques. Mediates challenging disputes for direct reports, as required
- Provides expert contract management advisory services to Section Managers on contractual aspects of the procurement process and implements mechanisms to ensure contracts are successfully governed across the Department
- Participates in the development of the overall plan for contract management and administration and supports the surveillance and audit program to ensure best practices are followed.

CONTRACT LAW

- Maintains comprehensive knowledge of contract law. Expertly interprets and applies legislative, statutory and common law obligations to ensure these are effectively embedded across all contracts and to provide advice throughout the Department on all contract terms and conditions
- Documents outcomes of critical contract negotiations in clear, concise and complete contractual documentation from existing templates in line with contract law, legislation, tender and contracting procedures, insurance requirements, intellectual property and warranties

CONTRACT STRATEGY, POLICY AND PROJECTS

- Participates as a significant stakeholder in the development of the Department's contract management procedures, ensuring contract management decision making processes are transparent and defensible in retrospect
- Works with legal professionals and other key business stakeholders to ensure that an appropriate range of contracts are developed and are accessible across the Department for all types of contracts
- Manages and achieves milestones, timelines, resources and costs for critical contracts across multiple projects, and in line with project management principles. Reports on contract performance against the KPI's

Qualifications / Licences

- Tertiary qualifications in Law and/or in other relevant discipline and/or significant relevant experience will be well regarded.

Person Capabilities

Core underpinning capabilities and expected behaviours are defined in the attachment. These behavioural indicators of success are aligned to:

- Cultural Respect
- Public Sector Values
- Customer Service
- Positive Work Health and Safety
- Leadership

Delegate Approval

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Name

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Signature

Date: / /