

Role Description

Contract Administrator



Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Growth NSW Development Corporation (the Corporation)
Location	Regional NSW Location negotiable
Classification/Grade/Band	Clerk Grade
Role Family (internal use only)	Bespoke/Procurement and Contract Administration/Support
ANZSCO Code	133612
PCAT Code	1239172
Date of Approval	July 2021
Agency Website	https://www.rgdc.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The Regional Growth NSW Development Corporation (the Corporation) is established under the *Growth Centres (Development Corporations) Act 1974* to lead the delivery and implementation of the Government's Special Activation Precincts program. These world class precincts will support existing and emerging 'engine industries. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

Primary purpose of the role

The role co-ordinates the ongoing performance of a portfolio of contracts in line with Contract Management procedures. This will ensure those contracts are managed within their risk and budget frameworks and align with the Corporations and NSW Government policies and protocols.

Key accountabilities

- Proactively identify, manage, and advise on commercial, contractual, operational, financial, reputational, ethical and supply chain risks associated with the contract, to enable the organisation to attain maximum value from the contract while meeting compliance requirements
- Identify and escalate contract and service delivery risks and issues as appropriate and carry out effective remediation strategies to meet organisational objectives.
- Escalate supplier disputes and claims in a timely manner, ensuring conformance with contractual processes and associated statutory obligations.
- Prepare and co-ordinate the required Contract Management documentation including but limited to Contract Management Plans, Meeting Agendas/minutes, Risk Frameworks, and KPI Scorecards, Contract Variation documentation, Issue/Dispute communications, Securities, Guarantees and Insurance documentation.



- Provide expert advice on contract conditions and administration to relevant stakeholders to support informed decision making.
- Maintain the integrity of contract information and co-ordinate all aspects of the contract administration process, in accordance with the Contract Management procedures.
- Establish and maintain appropriate stakeholder and supplier relationships to identify and minimise risk, resolve issues as they arise, and maximise the value of the contract.

Key challenges

- Explaining contract requirements, terms and conditions and the need for compliance in a meaningful way to stakeholders, given the complexity of many contracts and the diverse needs of stakeholders.
- Applying required administrative processes and effectively monitoring contract performance against agreed terms.
- Adapting to changes and innovative industry thinking and best practice and influencing behavioural change to adopt new technologies and processes.

Key relationships

Who	Why
Internal	
Relevant Reporting Line Manager	<ul style="list-style-type: none"> • Provide reports and advice on contract performance, administration, and issues to contribute to procurement decision making. • Provide advice on contracts and contract administration processes and contribute to broader project issues. • Report on progress towards business objectives, discuss key contracts and issues, seek, and receive advice.
Project Team	<ul style="list-style-type: none"> • Participate in meetings to represent workgroup perspective and share information. • Participate in discussions and decisions regarding the implementation of innovation and best practice.
Division/Branch wider Team	<ul style="list-style-type: none"> • Provide contract administration services and support to agency staff/teams undertaking procurement.
External	
Stakeholders	<ul style="list-style-type: none"> • Provide reports, analyses and advice to support procurement decision-making. • Respond to enquiries, escalating and redirecting issues as required to ensure the provision of accurate information

Role dimensions

Decision making

The role is expected to operate with some degree of autonomy in respect to their day to day work priorities and, in this context, is expected to determine matters that need to be referred to senior managers or other staff to deal with and provide advice, exercising discretion and judgement on what is appropriate to send to their manager and/or leadership team.

Reporting line

The role accounts and reports to the relevant reporting line manager.

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Demonstrated ability to administer contract management processes, contract renewals and identify and manage contract risks across a defined scope of contracts and vendors.
- Experience as a key member of a project team in an infrastructure project environment.
- Ability to undertake research, analyse and develop reasoned arguments to effectively communicate issues and to prepare reports, correspondence, and presentations.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.





The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do <u>so</u> 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational