

ROLE DESCRIPTION

Contract Officer

Cluster	Stronger Communities	
Department	Department of Communities and Justice	
Division/Branch/Unit	Corporate Services/Infrastructure & Assets/Commercial Operations	
Location	Parramatta	
Classification/Grade/Band	Clerk 5/6	
ANZSCO Code	591113	
Role Number	HR to complete	
PCAT Code	HR to complete	
Date of Approval	HR to complete	Ref:
Agency Website	www.dcj.nsw.gov.au	

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

Primary purpose of the role

Assist with the implementation of specialist infrastructure procurement for Infrastructure and Assets to ensure effective procurement practice that adheres to organisational and government policy.

Key accountabilities

- Contribute to the development and implementation of contract management plans by sourcing documents and established contracts, as well as monitoring performance and addressing non-performance, to achieve the required contract outcomes
- Administer contracts in accordance with approved Contract Management Plans and procedures and update contract details to maintain the integrity of contract information
- Establish and maintain stakeholder and supplier relationships to identify and minimise risk, and maximise the value from the contract
- Proactively identify and manage contract risks to meet organisational obligations and achieve the planned outcomes of the contract
- Support the team in tender management, supplier selection, contractor, and customer performance activities

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, given the high volume of contracts being administered

Key relationships

Who	Why
Internal	
Infrastructure and Assets Staff	<ul style="list-style-type: none">• Provide advice relating to policy and incorporate feedback and comments to develop targeted strategies that meet the unique needs of each division.
Business Unit/Functional Head	<ul style="list-style-type: none">• Provide reports and advice on contract performance, administration and issues to contribute to procurement decision making
Managers	<ul style="list-style-type: none">• Provide advice on contracts and contract administration processes and contribute to broader unit issues• Report on progress towards business objectives, discuss key contracts and issues, seek and receive advice
Stakeholders	<ul style="list-style-type: none">• Provide contract administration services and support to agency staff/teams undertaking procurement
Corporate Services - Procurement unit	<ul style="list-style-type: none">• Liaise in relation to contract issues and risks and contribute to Department strategic procurement processes as they relate to Construction Category Management and accreditation.
External	
Stakeholders	<ul style="list-style-type: none">• Provide reports, analyses and advice to support procurement decision-making
Vendors/Service Providers and Consultants	<ul style="list-style-type: none">• Provide information and advice on contract terms and conditions and the Contract Management Plan• Support disputes, performance issues and requests for variations
Other NSW Government Agencies	<ul style="list-style-type: none">• Establish networks to maintain currency in trends and developments in contract management and administration• Exchange information on performance benchmarking and other matters of mutual interest
Professional and Sector Associations	<ul style="list-style-type: none">• Develop professional expertise and keep up to date with trends and developments in contract management and administration

Role dimensions

Decision making

The role provides day to day support on procurement matters.

The role is required to display initiative and has significant responsibility for exercising sound judgment in dealing with priority issues.

Reporting line

The role reports to the Senior Contract Manager.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Knowledge of the NSW Procurement Framework, construction category management, governance and procurement policies.

Relevant work experience in category management, procurement or a related area.

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<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 follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Develop well written, well structured procurement documentation that clearly sets out the business requirements • Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective • Be aware of procurement and contract management risks, and what actions are expected to mitigate these • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles • Escalate procurement and contract management issues where required