

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Senior Contracts Officer
<b>Position number:</b>	372551
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	State Roads – Contract Services
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Contract Services

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### Position Objective

Provide high level authoritative procurement and contract advice to support the Agency in the effective coordination and management of procurement and contracting activities to ensure the achievement of the broader outcomes required of the Agency in the delivery of the State Growth Procurement Program.

### Major Duties

- Provide a whole-of-Agency advisory role on a range of Tasmanian State Service (TSS) procurement and contracting activities ensuring compliance with procurement guidelines with a key focus on building and construction and road and bridge contracting.
- Provide high level advice and support to the Manager Contract Services in relation to procurement and contracting activities identified in the Capital Investment Program with an emphasis on drafting AS2124-1992 and AS4000 contract conditions.
- Provide routine advice on contract dispute resolution issues and advice to the Principal on contractual disputes.
- Provide advice and produce complex legal documents relating to contracts, consultancies, goods and services, minor and major works construction and contract variations.
- Undertake a key liaison role between the Department and the Office of Crown Law to ensure a consistent, coordinated and effective approach to the provision of legal services to the Department.
- Work collaboratively and provide high level client service and support to internal and external key stakeholders.
- Undertake high level research and provide expert advice and support to the Agency regarding tender procedures (including recommendations relating to potential business improvement initiatives).

- Assist in the compliance reporting on all contracts awarded by the Agency, as well as exemptions issued under the Treasurer's Instructions to the Department of Treasury and Finance.
- Assist the Department to maintain best practice corporate governance requirements and undertake quality assurance, including identification of opportunities for innovation, improvement and implementation in consultation with the Manager, Contract Services.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

This is a senior position in the departments Contracts Services team within the Transport Services Group and requires a whole of agency perspective. The position provides complex legal advice in relation to procurement and contracting matters that are central to the achievement of Departmental objectives and Government priorities.

The position receives minimal direction and supervision from the Manager Contract Services, and is expected to operate with considerable autonomy within the specialised area or function and is required to provide leadership to the department in procurement and contractual matters.

There is a requirement for the occupant to develop and maintain knowledge of contemporary procurement and contracting practices.

The role exercises professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Agency priorities are often impacted by non-negotiable deadlines, requiring the occupant to constructively influence operational planning while balancing stakeholder demands through the effective management of expectations. A professional, consistent and reliable approach to stakeholder engagement is paramount in all interactions.

The position operates in an office based environment in Hobart.

### **Selection Criteria (Knowledge and Skills):**

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Significant experience in government procurement and commercial dealings with the proven ability to draft tender and contract documentation for goods and services and road and bridge projects, interpret legislation and manage contractual disputes.
2. High level written and oral communications skills, including the ability to produce and present credible communications, solve problems, identify solutions and formulate recommendations.
3. Demonstrated capacity to research and analyse contractual issues, apply problem solving and analytical skills, and provide high level advice, to key stakeholders.
4. Demonstrated high level interpersonal and liaison skills with the ability to resolve conflicts, influence and negotiate outcomes, and build effective relationships and networks with internal and external stakeholders.
5. Commitment to working in a values-based organisation demonstrated by an alignment with the purpose, culture and values of the department, and to upholding shared values through appropriate workplace behaviour.

## Position Requirements

### **Pre-employment**

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- *Nil*

### **Essential**

Evidence of the following must be provided prior to appointment to this role:

- *Nil*

### **Desirable**

- *Satisfactory completion of a three year (minimum) University degree in Law, or similar; or other academic qualifications that are recognised as being equivalent.*

## Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family

violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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