

POSITION DESCRIPTION



**MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES**



Government
of South Australia

TOURISM.SA.GOV.AU

Position Description

Contracts and Procurement Advisor

Purpose of the position

Working closely with business contract managers, Legal and Procurement Services, Risk and Assurance, and Finance, the Contracts and Procurement Advisor is responsible for providing advice and support to all teams at SATC on contracts and procurement related matters. The role will track and report on contract management metrics, ensuring effective contracts are put in place with all key suppliers, that they are varied, renewed or replaced in good time, and that stakeholders understand and undertake their responsibilities in relation to contract management. The position will also contribute to supporting the procurement activity across the business to drive best practice and compliance with associated policies and requirements.

Position Title:	Reports to:	Position Classification:
Contracts and Procurement Advisor	Manager, Legal and Procurement Services	AS05 Non-Executive Contract
Group / Unit:	Location:	Direct reports:
Corporate Services Group	Level 9, SA Water House, 250 Victoria Square	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there's nothing we can't do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary qualifications in law, business, commerce, procurement, supply chain management, or equivalent and/or equivalent relevant experience.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Proven knowledge in contract lifecycle and contract management processes.
- Demonstrated commercial and contractual experience with a grasp of key contract terms, contractual frameworks, and supplier relationship management.
- Background in the interpretation of contracts and legislation.
- Strong analytical skills to review and analyse contract terms, identify potential risks, and propose effective solutions.
- Understanding of end-to-end procurement processes.
- Experience assisting in the development of acquisition plans and tender documentation
- Highly developed communication and interpersonal skills (verbal and written) which facilitate cooperation and influence internal and external stakeholders.
- Experience in liaising effectively and working collaboratively with a range of stakeholders to facilitate cooperation and support in achieving outcomes and to establish and maintain strong effective working relationships.
- Works under broad direction, independently or as part of a team and priorities, plans and coordinates activities, implements change and mitigates risk.
- Demonstrated ability to identify and implement changes in procurement and contract management procedures, strategies and policies, designed to support improved efficiencies and drive continuous improvement.
- Demonstrated ability to prioritize workload, manage multiple tasks, and consistently meeting deadlines.
- Developed negotiation and influencing skills, particularly in resolving disputes and addressing commercial matters.
- Demonstrated ability to lead cross-functional teams and collaborate effectively
- Demonstrated commercial acumen.

Desirable Criteria

QUALIFICATIONS

- World Commerce and Contracting certification
- CIPS Procurement and Supply Chain Qualification
- Other contract, procurement or commercial management professional qualification.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Proven knowledge of government legislation, audit requirements, legal obligations and the South Australian Government Procurement Framework and supporting policies and/or public sector procurement.
- Experience in high value, complex contract management from commencement to close-out.

Competencies	
COMMUNICATION / CULTIVATES PRODUCTIVE WORKING RELATIONSHIPS	Confidently communicates messages in a clear and concise manner using appropriate style and language for the audience. Builds and sustains positive relationships with team members, stakeholders and clients. Works collaboratively and shares information with own team and seeks input from others. Embeds a strong customer service ethos by understanding needs. Recognises how behaviour impacts on others.
NEGOTIATION	Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns. Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance. Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
INFLUENCING	Uses appropriate interpersonal styles and methods to inspire and guide individuals toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved. Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
BUSINESS ACUMEN	Ensures that own area contributes to the organisation's ability to meet its strategic objectives. Takes business decisions based on cost benefit analysis, business savvy and consideration of organisational constraints and resources. Committed to self-development and demonstrates a growth mindset.
STRATEGIC THINKING	Keeps abreast of and identifies broader factors, market trends & influences across the Public Service, supply market and economy that may impact on the teams work objectives or current/future organisational needs. Understands the big-picture and contributes to the development of strategic direction. Supports organisational goals and business objectives. Steers and implements change. Identifies, defines and solves complex problems relating to the teams work objectives.
ATTENTION TO DETAIL	Acts with integrity and promotes ethical behaviour. Self-evaluates performance and seeks feedback from others. Acknowledges mistakes and learns from them. Approaches all tasks and projects with accuracy and focus, showing concern for all aspects, not matter how small. Being meticulous, organized and vigilant in completing aspects of role. Checking and monitoring processes and tasks. Establishes and maintains systems and processes which produce a consistent outcome.

Key Responsibilities**CONTRACTS AND PROCUREMENT**

- Initiate and collaborate with different contract managers as well as the wider Legal and Procurement Services, Finance and Risk teams of business requirements, proactively managing risks and opportunities.
- Improve the organisational management of contracts by ensuring stakeholders are aware of contract expiry dates and take action to renew contracts in a timely manner.
- Continuously evaluate and improve contract management processes to enhance efficiency, accuracy, and compliance. Implement best practices and automation tools to streamline contract management activities.
- Identify areas where contracts are missing, incomplete or require variation, and collaborate with stakeholders to address those gaps.
- Assist SATC staff members in negotiating with counterparties regarding changes to contract arrangements.
- Provide advice and assistance in the preparation of contract management documentation (such as correspondence, contract management plans, risk management plans) which is professional, well-structured and concise, uses appropriate language and contains relevant information for value/risk/complexity of contracts.
- Work closely and engage with SATC contract managers to ensure that regular monitoring and reporting on service provider delivery and compliance with contract criteria is adhered to, including quality of service delivery and financial accountability in line with contract and legislative requirements.
- Provides advice and interpretation to the contract managers in relation to non-complex contracting and seek appropriate advice from Legal regarding high level and/or complex legal matters.
- Provide advice and assistance in the preparation of procurement documentation (such as acquisition plans, correspondence, purchase recommendations) which is professional, well-structured and concise and uses appropriate language.
- Establish and maintain relationships with key clients that facilitates effective and efficient procurement processes and ensures compliance with government policies and procedures.
- Empower and guide stakeholders through impactful training initiatives aimed at developing a deeper understanding of SATC's procurement, tendering, and contract management policies, procedures, and guidelines and stakeholders on their contractual responsibilities and obligations.
- Ability to handle challenging situations professionally and effectively manage pressure in demanding commercial circumstances.
- Assist with the build and implementation of a contracts management system including but not limited to deployment and integration, user training and support, system documentation and guidelines, data migration and quality assurance, change management, system enhancements and upgrades.
- Contribute to the development, implementation and continuous improvement of processes, procedures and systems relating to contract management and procurement to enhance efficiency, accuracy and compliance.
- Implement best practices and automation tools to streamline contract management and procurement activities.
- Stay up to date with industry trends, legal developments, and best practices. Share knowledge and provide guidance to team members to enhance overall contracts and procurement capabilities.

- Assist the Manager, Legal and Procurement Services with any matters relating to the effective operation of the business unit.

PERFORMANCE MEASURES

- Quality, integrity and validity of contract management and procurement advice.
- Stakeholder feedback.
- Compliance with state procurement policies and requirements.

RECORD KEEPING AND REPORTING

- Generate reports on contract status, spend under management, and other relevant metrics and ensure that key contracts are actively monitored by stakeholders to establish that contract owners are managing suppliers against their key performance indicators (KPIs).
- Accurately enter contract data into the electronic contracts management system, ensuring completeness and consistency. This includes inputting essential contract details such as parties involved, contract terms, obligations, milestones, and key dates.
- Monitor and manage contract budgets.
- Ensure contract managers are appropriately maintaining contract records and documentation.
- Maintains accurate and complete records of procurement projects and activities, including contract details, to ensure compliance with the State Records.
- Provide reports as required to the SATC's Procurement and Contracts Governance Committee and Audit and Risk Committee.
- Ensure compliance with the Auditor General and SATC audit requirements.
- Ad-hoc reporting when required such as the Annual Report and reporting to the SATC Executive and Board.

PERFORMANCE MEASURES

- Relevant, accurate and timely reporting.
- Quarterly reporting to the SATC's Procurement and Contracts Governance Committee and Audit and Risk Committee.

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives.

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6-month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

Position Description

Contracts and Procurement Advisor

Purpose of the position

Working closely with business contract managers, Legal and Procurement Services, Risk and Assurance, and Finance, the Contracts and Procurement Advisor is responsible for providing advice and support to all teams at SATC on contract and procurement related matters. The role will track and report on contract management metrics, ensuring effective contracts are put in place with all key suppliers, that they are varied, renewed or replaced in good time, and that stakeholders understand and undertake their responsibilities in relation to contract management. The position will also contribute to supporting the procurement activity across the business to drive best practice and compliance with associated policies and requirements.

Executive Manager

Stephanie Rozokos
Chief Operating Officer
Corporate Services

Signed

Date

Line Manager

Gail Spark
Manager, Legal and Procurement
Services
Corporate Services

Signed

Date

Incumbent

Name
Contracts and Procurement
Advisor
Corporate Services

Signed

Date