

 PORT STEPHENS COUNCIL		Position Title: Contractor Administration Officer Section: Financial Services Salary Point: 9	Position Description Position No: PSC882
Position Objective	The Contractor Management Administration Officer is responsible to ensure all Contractors providing services to Council are registered in Council's Contractor Management System. The position provides ongoing support externally to Contractors and internally to contract managers to ensure compliance with Council's Contractor Management System.		
Key Responsibilities	<ul style="list-style-type: none">• Manage all enquiries and correspondence relating to the PSC Contractor Management System• Identify, coordinate and manage secretarial and administrative requirements of the Contractor Management System, acting as the key interface with stakeholders, undertaking data collection and data management.• Maintain the accuracy of the Contractor Management System on behalf of Council ensuring all documents are current to enable the contractor to commence work on Council's sites and/or provide services to Council.• Review currency of provided documentation and follow up insurance renewals, schedules and other policy documents as required, to ensure compliance.• Ownership of online platform in ICT shut downs, troubleshoot and (where required) raise / work through systems issues with provider• Provide Senior Management with monthly reporting regarding statistical information and non-compliance to follow up with staff.• Extract and analyse system data and provide monthly KRI/ KPI reporting statistics to the Senior Management Team.• Establishing Contractors in the Contractor Management System after successful award of Tender.• Provide feedback for administrative and statistical information to the Tender review panel to provide feedback and rating on contractor issues and highlights• Provide a high level of Customer Service by giving accurate and consistent information and assistance to all internal and external customers and other stakeholders.• Support process for effective Enterprise Risk Management.• Liaise with subject matter specialists in Finance and Organisation Development as required.• Provide training to stakeholders in the use of the Contractor Management System• Develop and maintain documentation relating to operational processes and procedures.• Liaise with external organisations, businesses, partners and service providers as required.• Support the Organisation by processing purchase order requests as required by the Team Leader• Support the Organisation by processing credit card transactions as required by the Team Leader		
Key Accountabilities	To provide professional support and co-ordination to enable streamlined entry of Contractors into Council's Contractor Management system and partner with all groups of Council to ensure documentation is current and registration is completed in partnership with internal and external customers and suppliers. Complete tasks requiring specialised technical/administrative skills that have elements of complexity including process, creation and documentation		
Extent of Authority	Tasks are performed under the general direction of the Acquisitions Team Leader or the Finance Expenditure Coordinator. Decisions are generally made within the scope of established Policy, Management Directive or procedure guidelines.		
Judgement & Decision Making	<ul style="list-style-type: none">• Assess, review and make autonomous decisions when required.• Determine own work program within established priorities and resources to meet targets.• Develop and/or modify operational procedures and practices in response to change.• Exercise a high degree of judgment, initiative, sensitivity, ethics and confidentiality all times• The position will be required to liaise with all areas of Council and external contractors to assist and educate users in the system.• The position will be required to influence and gain cooperation from all stakeholders to utilise the system.• The position works in an autonomous environment and sometimes has to make decisions in isolation.		

Qualifications and Experience	<p>Organisational</p> <ul style="list-style-type: none"> • Demonstrated commitment to a customer service culture and delivery of quality service. • Demonstrated commitment to learning and understanding Business Excellence. • Commitment to continuous improvement and a willingness to embrace change. • Conduct that demonstrates to others a commitment to Council's values of Respect, Integrity, Teamwork, Excellence and Safety. <p>Interpersonal</p> <ul style="list-style-type: none"> • Demonstrated high level of interpersonal, written and oral communication skills. • Demonstrated ability to work both independently and part of a team to provide quality outcomes to a range of customers. • Demonstrated ability to multitask and operate in autonomous high volume work environment. • Demonstrated skills in negotiation and problem solving to enable effect liaison with people at all levels • Demonstrated ability to operate effectively in an environment requiring a high degree of initiative. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Tertiary qualification in a relevant field and/or several years' in Risk, Administration or WHS. • Demonstrated understanding of Risk (Corporate, Environmental and WHS) • Demonstrated understanding of contractor registration or site safety systems • Demonstrated experience in the Microsoft Office suite of products. • Demonstrated strong interpersonal and communication skills. • Database management skills to ensure integrity of data and information. • Experience with financial systems and processes. • Demonstrated ability to work unsupervised and to use initiative and sound judgement when making decisions. • Ability to analyse information in order to prepare correspondence, reports, processes and procedures. 			
Capabilities (Adept)	Capability Group	Capability	Capability Group	Capability
	Personal Attributes	Manage Self	Results	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	Relationships	Communicate and Engage	Resources	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts

POSITION DESCRIPTION APPROVED

Employee _____

Date _____