



Contracts Administration Officer

Section: Financial Services

Salary point: 10

Position number: PSC1225

Last updated: September 2026

Position objectives

To ensure utility activities support the delivery of Council's strategic objectives and support the procurement process.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Administer Council's procurement contracts in accordance with approved procurement policies, procedures, delegations and legislative requirements.
- Maintain accurate and complete contract records, registers and associated procurement documentation.
- Coordinate contract establishment, execution, extensions, renewals, variations and close-out processes.
- Monitor contract milestones, expiry dates, insurance requirements, performance obligations and other key contractual requirements.
- Liaise with internal stakeholders, suppliers and contractors to facilitate the effective administration of contracts.
- Prepare contract documentation, correspondence, reports and records to support contract management activities.

- Maintain procurement and contract information within Council's procurement and financial systems.
- Provide assistance to Council staff on contract administration processes and requirements.
- Support procurement activities including quotations, tenders and evaluation processes where required.
- Provide administrative support to the payroll and utility team when required
- Provide administrative support to the procurement operations team when required

Key accountabilities

Responsible for the accurate and timely administration of Council contracts in accordance with established procurement policies, procedures, contractual requirements and relevant guidelines. Maintains reliable contract records and monitors key contract requirements, milestones and obligations, escalating matters outside established processes to the Team Leader Procurement.

Extent of authority

Works under general direction of the Team Leader Procurement with some guidance and supervision as required. Has authority to undertake routine contract administration activities within established procedures and guidelines and to liaise with internal stakeholders and suppliers. Matters requiring changes to contractual terms, financial commitments or decisions outside established authority are referred to the Team Leader Procurement.

Judgement and decision making

Positions involve the performance of a range of non-repetitive contract administration tasks governed by established procedures, specific guidelines and contractual requirements. Exercises judgement in interpreting established procedures and identifying issues, discrepancies and matters requiring escalation, with decisions generally guided by established practices, precedents and the requirements of individual contracts.

Skills, knowledge and capacity

Organisational

- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Understanding of the Australian Business Excellence philosophy.
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales

Interpersonal

- Demonstrated ability to initiate action, make decisions and complete accounts payable projects.
- Demonstrated well developed written and oral communication skills.
- Required to obtain cooperation from others to ensure payroll & utility objectives are met.

Qualifications and experience

- Relevant experience in contract administration, procurement, purchasing, finance or a related business function.
- Demonstrated ability to perform work with a high level of accuracy and attention to detail.
- Demonstrated sound understanding of procurement administration and related legislation.
- Demonstrated competency with Microsoft Outlook, Word and Excel.
- Ability to work to rigid timeframes, prioritise, and manage multiple tasks in a high-volume work environment.

Capability Framework level: Intermediate

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date