



**Government  
of South Australia**

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South Australian  
Tourism Commission

**CONTRACTS & PROCUREMENT MANAGER**

**JOB & PERSON SPECIFICATION**

**DECEMBER 2018**

# Position Description

## Contracts and Procurement Manager

### Purpose of the position

The Contracts and Procurement Manager is responsible for drafting and reviewing contracts and the procurement of goods and services, including assisting South Australian Tourism Commission (SATC) staff members with contract management, monitoring and compliance. The provision of high level advice, evaluation and reporting in relation to SATC's commercial matters is also a key responsibility. In addition, the position is responsible for the SATC's risk management process, insurance and business continuity plans.

Position title:	Reports to:	Position Classification:
Contracts and Procurement Manager	Chief Financial Officer	Non-executive contract
Group / Unit:	Location:	Direct reports:
Finance and Business Services, Contracts and Procurement	Level 9, 250 Victoria Square, Adelaide, SA 5000	<ul style="list-style-type: none"> <li>• Senior Contracts Consultant</li> <li>• Procurement Consultant</li> <li>• Procurement Coordinator</li> <li>• Risk Management Consultant</li> <li>Plus:</li> <li>• Procurement and Contracts Officer (reports to Procurement Coordinator)</li> </ul>

### Our Values

Develop	Our staff, our product, and our State
Integrity	Through respecting each other, being consistent with our approach to all things, being open and honest with our communication, listening and understanding our colleagues, industry and operators, and making decisions in the best interest of the State
Courage	To make bold decisions that align to our planning, to challenge the status quo, to tell it like it is, and to take responsibility and accountability for our actions
Enjoy	The work that we do, what we achieve, and the environment and industry we work in
Support	Each other, the State Tourism Plan, SATC Corporate Plan Operational Unit Plans, government at all levels, the industry and stakeholders

**Essential Criteria****Qualifications**

- Tertiary Qualifications in Business, Management, Contract Law or commercial law/legal discipline.

**Skills, experience, and knowledge**

- High level experience in drafting, managing, administering and monitoring contracts.
- Demonstrated negotiation and dispute resolution skills.
- High level written and verbal communication and interpersonal skills which facilitate cooperation and influence internal and external stakeholders.
- Demonstrated relationship management skills.
- Demonstrated capability to identify and analyse strategic and operational issues and develop strategies for resolution.
- Proven ability to work independently with people at all levels.
- Experience in managing the procurement of goods and services and the preparation of tender and contract documentation.
- Experience in project management techniques for the procurement of goods and services and in managing contract processes.
- Experience in the collaborative development of complex planning documents involving risk and business continuity.
- Knowledge of government procurement policies, acts and regulations.
- Commitment to the principles and practices of ethical conduct, quality management and risk management.

**Desirable Criteria****Qualifications****Skills, experience, and knowledge**

- An understanding of the responsibilities, functions and goals of the SATC.
- Knowledge of government contract execution and management practice.
- Knowledge of government procurement policy and practice.
- Understanding of public sector financial and other business practices.

## Key Responsibilities

### Contract Management

- Draft and finalise SATC's contracts in consultation with other SATC staff members.
- Develop and maintain a strategic approach to contract management.
- 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.
- Assist with contract management ensuring that all key performance indicators have been recorded and are being measured in consultation with SATC staff members.
- Assist SATC staff members in negotiating with service providers regarding changes to contract arrangements.
- Seek appropriate advice from external sources regarding high level and/or complex legal matters.
- Participate in commercial negotiations in consultation with the Chief Executive and the Executive Team on new commercial developments and major investment decisions.
- Utilising contract management systems to establish monitoring regimes to capture strategic information to enable analysis to assist in contract management.
- Contribute to the design of service quality audits.
- Developing, implementing and reviewing policies, procedures and systems relating to contract management in line with government standards.

### Performance Measures

- All SATC contracts are drafted, monitored and reviewed on a regular basis including contract performance and compliance.
- Effective and accurate advice on the management of the SATC's commercial activities, and sound legal advice regarding contracts.
- All payments are in accordance with approved contracts.
- Contract compliance and delivery issues are dealt with accordingly.
- Contract templates are established and reviewed every six months to ensure compliance with government standards.

### Procurement

- Oversee the procurement function and staff which includes administering and coordinating procurement processes, managing the preparation of tender documentation and contract specifications and administration of associated processes such as tender evaluation and selection processes and the finalisation of contract details with successful tenderers.
- Ensure all acquisition plans, risk management plans, tender and evaluation documentation are appropriately prepared and recorded in accordance with procurement policies and guidelines.
- Monitor and report on procurement to the SATC's Accredited Purchasing Unit
- Ensure the SATC maintains compliance to the State Procurement Board requirements.
- Develop and communicate procurement policies and procedures in accordance with State Procurement Board and SATC requirements.

- Maintain a detailed knowledge of Government Acts and regulations.
- Undertake audits of tender processes to ensure policies are being adhered to.

#### Performance Measures

- Ensure all SATC purchases comply with internal and Government policies including the State Procurement Board.
- Accredited Purchasing Unit meetings are held regularly and all action items from the meetings are followed up.
- Procurement tender documentation and contracts are appropriately recorded and are consistent with framework requirements.

#### Risk Management

- Oversee the SATC's risk management function and staff by ensuring the accurate and current identification, assessment and prioritisation of risks.
- Oversee the review and management of the SATC's Risk Register to ensure that it is relevant and reliable. Ensure actions plans are developed and implemented in line with the recommendations in the Risk Register to mitigate risk.
- Work closely with the Events South Australia Group to ensure that regular risk assessments are being undertaken on specific events.
- Report on the efficiency of controls and effectiveness of treatments to mitigate risks.

#### Performance Measures

- Number of risk assessments conducted during the year.
- Reduce the number of high/extreme risks identified within the SATC each year.
- Regular reporting to the SATC Board's Audit and Risk Committee on risk management.

#### Business Continuity

- Undertake planning and develop strategies which identify the SATC's potential exposure to internal and external threats which will affect business continuity.
- Manage the SATC's Business Continuity Plan.

#### Performance Measures

- A comprehensive Business Continuity Plan in place for the SATC.
- Regular review and testing of the existing plan.

#### Insurance

- Ensure the SATC is adequately covered by insurance, including regular liaison with the South Australian Government insurance services (SAICORP).
- Ongoing assessment and evaluation of SATC's insurance requirements.

#### Performance Measures

- Regular review of existing policies and insurance requirements.
- Adequate insurance in place for all SATC activities.

#### Reporting

- Provide relevant reports on contract management, compliance and performance.
- Provide relevant reports to the State Procurement Board.
- Provide relevant and accurate reports to the SATC's Accredited Purchasing Unit (APU) on a regular basis.
- Provide reports as required to the SATC's 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 and timely reporting.
- Quarterly reporting to the SATC's Audit and Risk Committee.

#### People Leadership

- Clarify and communicate team and individual objectives and gain commitment to achieve results.
- Ensure regular team briefings occur and feedback from meetings is addressed.
- Monitor performance of team and team members in achieving business objectives and intervene to coach appropriately if performance is above or below expectations.
- Conduct performance reviews against agreed objectives. Motivate and support staff by developing common goals and recognising individual efforts.
- Ensure development of staff to support strategic direction and business objectives by providing guidance and training support.
- Ensure principles of equal opportunity, fairness, honesty and respect are exhibited in all interactions in the workplace.

#### Performance Measures

- KPI's set for individuals and teams.
- Staff satisfaction with feedback and consultation practices.
- Staff satisfaction with communication.
- Superior performance recognised and rewarded appropriately.
- Performance below expectations is dealt with accordingly.

#### 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.

**Competencies:**

Communication / Presentation	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
Attention to Detail	Accomplishes tasks through concern for all areas involved, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time. Establishes and maintains systems and processes which produce a consistent outcome.
Negotiation	Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance.
Influencing	Uses appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, superiors) toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved.
Strategic Thinking	Demonstrates a broad-based view of issues, events and activities and a perception of their longer-term impact or wider implications.
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.



**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
- Possession of a current Class C Driver's License, willingness to drive and successful completion of required driver training.
- Out of hours work, intrastate and interstate travel may be required.





## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call Christian Gaszner on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.