

Role Statement

Role title	Contract Administrator	Classification	ASO4
Branch	Commercial and Procurement	Type of Appointment	Ongoing
Section	Strategic Contracts	Position Number	
Approved by	Chief Commercial Officer	Date	

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

The Commercial and Procurement Branch is the government's lead advisor on commercial strategies, specialist procurement and strategic contracting. In partnership with Departments, the Branch will lead the assessment and management of commercial projects, uplift the capability across government, implement and manage modern systems, oversee and support major projects, and lead strategic procurement.

What this role is responsible for

The Contract Administrator provides administrative and coordination support to assist in the establishment and ongoing management of across-government contracts.

The role supports procurement and contract management administration activities through research, documentation, reporting and stakeholder coordination, contributing to the effective delivery of outcomes aligned with government objectives and Public Authority business requirements.

Key Responsibilities:

- Provide administrative and coordination support to assist in the establishment and ongoing administration of across-government contracts.
- Assist in the preparation and maintenance of procurement and contract management documentation, including procurement schedules, evaluation documentation and contract management plans.
- Support contract administration activities by maintaining documentation, recording key contract milestones and assisting with performance reporting.
- Assist with monitoring supplier performance against contractual obligations and KPIs and escalate issues or risks as required.
- Undertake preliminary research and analysis relating to supply markets, supplier performance and Public Authority requirements to support procurement and contract management activities.
- Assist in the preparation of briefings, reports and other documentation to support procurement and contract management activities.
- Liaise with suppliers, Public Authorities and internal stakeholders to support contract administration and information gathering activities.
- Ensure appropriate probity, confidentiality and ethical standards are maintained in all procurement and contract management activities.
- Maintain accurate and complete records of procurement and contract management activities in accordance with the State Records Act 1997 and associated policies and procedures.
- Promote and comply with Public Sector Principles and Practices including Equal Opportunity and Work Health and Safety.

Who this role reports to

- Reports to the Manager, Category Management

Key Relationships/Stakeholders

- Managers and team members within the Commercial and Procurement Branch.
- Representatives of government Public Authorities participating in across-government contracts.
- Suppliers and contracted service providers.
- Other internal stakeholders as required to support procurement and contract administration activities.

Special Conditions

- Work within a confidential, commercially orientated and at times, politically sensitive environment.
- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Ability to communicate effectively, both verbally and in writing, with internal stakeholders, Public Authorities and suppliers.
- Demonstrated research and analytical skills, including the ability to gather information, identify issues and contribute practical recommendations.
- Ability to manage time effectively, prioritise tasks and deliver work outcomes within established timeframes.
- Ability to apply administrative and coordination skills to support procurement and contract management activities.
- Ability to work effectively both independently and as part of a team.
- Knowledge of procurement and contract management processes and their application in a government or complex organisational environment.
- Demonstrated ability to apply relevant legislation, policies and procedures including the Code of Ethics, Equal Opportunity and cultural inclusion.
- Understanding of the legislative requirements of the Work Health and Safety Act 2012 and the application of risk management practices in accordance with AS ISO 31000 Risk Management Guidelines.

Desirable Expertise

- Experience working in a procurement, contract management or administrative support role.
- Experience using procurement, contract management or document management systems in a government or complex organisational environment.