



## Position Description

Position title:	Contracts Administrator
Entity:	Austroads
Group:	Corporate Services
Job Type:	Part-time (0.6–0.8 FTE)
Location:	Sydney Office
Reports to:	Legal and Governance Manager
Responsible GM:	CFO and GM of Corporate Services
Direct reports:	N/A

## Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

## The Role

### Team Purpose

The Corporate Services team oversee the management of finance and procurement, human resources, quality, office management, and legal and governance services, to ensure organisational stability and growth.

The primary purpose of the Corporate Services team is to serve as the backbone of Austroads providing efficient and effective support to enable Austroads to provide authoritative, high-quality, practical and impartial advice, information, tools and services to members and the transport community.

### Position Purpose

The Contracts Administrator manages contracts and tenders across all business activities, liaising with various internal and external stakeholders, including clients, suppliers and legal consultants. This role assists with procurement of all new work/services in consultation with the Procurement Officer and relevant managers, with a focus on developing and negotiating contracts and other key documents as required. Additionally, the Contracts Administrator assists teams in ensuring projects are being managed in compliance with contractual arrangements.

The role is responsible for maintaining and regularly reviewing associated policies and procedures to ensure consistent adherence across the business. With a strong focus on contracts, this position requires an understanding of the contract lifecycle and the commercial risks associated with contract management.

Key success factors for this role include strong communication skills, confident and engaging stakeholder management, and high attention to detail. The role requires the ability to effectively prioritise and execute deliverables with minimal supervision.

This position works closely with all Austroads teams, based in both Sydney and Melbourne.

### Major Responsibilities/Accountabilities

The role is responsible for:

#### **Contracts**

- Liaising with stakeholders to establish and amend various master service agreements (MSAs), including NEVDIS participation agreements, safety recall agreements, data service agreements and vendor agreements.
- Assisting in the negotiation with stakeholders that don't accept Austroads Terms and Conditions.
- Assisting staff in producing statements of work/statements of service.
- Managing the contracts Registers of all Austroads entities.
- Filing all legal documents.
- Identifying expiring contracts and proactively follow up renewal as needed including recording on SharePoint, ensuring the data entered is accurate, conducting quarterly reviews, issuing/reviewing expiry notices accordingly.
- Liaising with the Australian Transport Assessment and Planning (ATAP) Secretariat (Commonwealth Department) in preparing contracts on their behalf.
- Supporting the Austroads executive group with regular review of agreements, contracts policies and procedures.
- Providing contract-related support across Austroads, including procurement, tenders and variation advice.
- Maintaining agreement templates across all Austroads entities.

## **Tenders:**

- Working with the Austroads Project Management Office (PMO) and project leads to develop preferred procurement strategies.
- Receiving project brief documents and formatting them appropriately, including details such as tender dates, tender types, and evaluation panels, for publication on Tenders.net.
- Advertising tenders on Tenders.net, including uploading the project brief and other documents routinely included.
- Working with Austroads teams and the PMO to develop a tender plan and to track its delivery.
- Liaising with the communications and marketing team to advertise tenders on the Austroads website.
- Responding to queries raised on the Tenders Forum and liaising with project managers as needed.
- Closing tenders and updating tender registers, including verifying that all submitters have accepted the terms and conditions, ensuring required documents are provided, forwarding submissions to Project Managers, and sending submission acknowledgements to all submitters.
- Contributing to continuous improvement by identifying ways to enhance value for Austroads members and the public.
- Maintaining and adherence to Quality Systems processes and procedures associated with the role.
- Other duties as directed.

## **Key stakeholder interfaces**

### Internal

- CFO and GM of Corporate Services
- Corporate Services and Finance teams
- Chief Data and Technology Officer
- Austroads and TCA General Managers
- Austroads Programs and IT teams

### External

- Australian and New Zealand transport agencies and road managers
- Clients and suppliers
- Legal service providers
- Other general stakeholders

## **The Person**

### **Qualifications, knowledge, and experience**

The position requires high level communication skills, ensuing procurement and contract documentation is appropriate, accurate and timely, working with independence and limited supervision, and managing conflicting priorities and requirements for resources. The Contracts Administrator will possess:

- Proven experience in the preparation of contract agreements, extensions and variations.
- Proven experience managing end to end procurement processes using online tender portals.
- Demonstrated high-level customer service and strong written and oral communication skills.
- Advanced Microsoft Office skills including Word, Excel and PowerPoint.
- Exceptional organisational skills and attention to detail.
- Ability to influence, negotiate and resolve conflicts.
- Formal training in legal, procurement or contract management will be highly regarded.

## Personal qualities

The incumbent will need to present a professional image and build strong relationships across the enterprise. Specifically, the role requires:

- A service focussed approach.
- Self-management and personal leadership.
- Sound judgment and problem-solving skills.
- Strong networking and teamworking skills.
- A culture of task delivery and project completion.
- An eye for detail.
- An ability to translate strategy into action.
- A commitment to ongoing professional development and learning.
- Comfort working in an environment which is constantly evolving.
- Professional ethics and integrity.

## Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Intermediate
Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.	Intermediate
Business and commercial Acumen	Considers the principles, practices and standards, associated corporate services (e.g. finance, IT, HR) and commercial value in business operations.	Intermediate
Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Foundation
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Foundation
Influence/Negotiate/Persuade	Gains consensus and commitment from others to promote the organisation's agenda and plans. Works proactively to anticipate and resolve issues and conflicts.	Intermediate
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision-making processes.	Foundation