



Job Profile

Senior Contract Administrator

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	Career Stage	TBC
Job Function	Contract and Supplier Relationship Management	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	3/11/2023
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	2
People Leader	Yes	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

In partnership with the business, this role contributes to the development and managing of contracts with suppliers of goods and services through best practice knowledge to achieve efficiencies for day-to-day management of suppliers and will require collaboration and interface with multiple internal stakeholders across the business and some interaction with suppliers. The role also works closely with the business to ensure key business priorities are met and that contract management delivers value for money and meet compliance and probity requirements.



Accountabilities

Job Specific	• Manage the development, implementation and management of enterprise-wide category and contract strategies for defined portfolio of sub-categories. • Manage pricing reviews and contract re-negotiation, attending or leading scheduled performance reviews, resolving supplier performance matters and incidents, setting work allocation for panel suppliers, participation in supplier management and development forums and preparation of recommendations for contract review. • Lead review project requirements to confirm adequate level of completion, liaising with necessary departments and business units • Support quotation process including issuing request for Quotation, assessing against Procurement's commercial requirements and issuing notice of acceptance/amendment/decline • Collate finalised contract inputs and seek approval for execution (for high value/risk) • Manage the drafting, finalise, and seek approval on Contract Management Plans including meeting cadence and detail. • Oversee and resolve low risk and value contractor issues seeking assistance as required • Manage variation proposals and review requests • Manage the review and approval of all variations occurring for compliance with contract and commercial validity in line with SWC delegations. • Liaise with Business Connect to communicate any changes for contract variation • Identify, record and escalate contract risks and issues in risk register • Provide support as required to Business Unit on performance reports and KPI reporting • Provide strategies for dealing with contractual issues and variations as they are raised, and consult with the business, Legal, insurance and compliance to prepare the necessary documentation • Manage closure and processing of final payment claims • Contribute to continuous improvement initiatives of procurement processes, systems, tools, templates and ways of working, with business partner input and consultation where required.
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Role Requirements

Education / Qualifications

Required	- Degree qualifications or equivalent to, with infrastructure, construction and MRO sector and/or relevant industry experience - Royal Institution of Chartered Surveyors (RICS) qualification (desirable)
Desired	

Certifications / Licences

Required	
Desired	

Experience

Required	5+ years' experience working in contract management in a large complex organisation, preferably in a similar organisation or industry sector - Demonstrated experience in partnering with the business to support commercial negotiations and manage contracts across the lifecycle - Sound understanding of contract development, supplier management and procurement metrics reporting - Strong stakeholder management skills with multiple stakeholders and in particular external suppliers - Develop detailed Contract Management plans that include defined KPIs, a pre-determined approach to feedback, and an action plan to address non-performance issues - Looks for opportunities to improve supplier relationships and agreements and acts on these opportunities - Leads development of new or revised terms and conditions under the direction/guidance of others - Draws out and articulates customer and/or business requirements and translates them into selection criteria, SLAs within a contract and on-going performance evaluation criteria
Desired	



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Health And Safety Standards	1	Essential	Advanced
Contract Management	2	Essential	Advanced
Construction Management	3	Essential	Advanced
Construction Estimating	4	Essential	Advanced
Project Management	5	Essential	Advanced
Dispute Resolution	6	Essential	Advanced
Risk Management	7	Essential	Intermediate
Cost Management	8	Desirable	Intermediate
Governance	9	Desirable	Intermediate
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.