

## Position Description

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| Position Title:               | Contracts Manager                         |
| Location:                     | Townsville                                |
| Reports To:                   | Corporate Services Manager                |
| Supervisory Responsibilities: | No staff report directly to this position |
| Tenure:                       | Full-time Permanent position              |
| Base Salary Range:            | Band 5 (\$122,951 to \$143,836)           |

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### Position summary:

NQ Dry Tropics supports the Burdekin Dry Tropics community to sustainably manage natural resources and deliver landscape-scale outcomes. The **Contracts Manager** is primarily responsible for administering contractual processes and contract based procurement within the company. The position provides whole of contract lifecycle assistance including legal review, contract development, execution and monitoring milestone compliance.

### Duties and responsibilities

The duties and responsibilities of this position include:

#### Contracts management (inclusive of grants, agreements and commercial)

- Provision of funding proposal and bid support and advice.
- Review new funding agreements and identify risks and clauses that require action or change in processes and procedures.
- Work collaboratively with key stakeholders to ensure contractual documents are prepared on time and in accordance with NQ Dry Tropics policies.
- Undertake quality review of contracts and contractual documents including review and maintenance of templates and terms and conditions for contractual documents to ensure consistency with relevant funding agreements.
- Monitor and report on status of contract key milestones such as project performance and financial reporting
- Accurate maintenance of records on relevant contract systems.
- Assist with assessment of applications for all projects and programs, including liaising with technical panel and recording recommendations received.
- Generation and maintenance of accurate contracts and contract related records.
- Collect and store copies of insurances which are required for contracts.
- Advise Finance Manager of contractual requirements for sales orders and invoices in relation to contracts.
- Preparation of timely and accurate correspondence and reports to internal and external stakeholders.
- Audit and reconciliation of the contract database and status of contractual documents.
- Provide support to managers and Senior Management Team (SMT) on the development of new contract templates and terms and conditions.
- Assist with the development, implementation and maintenance of the contract management system.
- Maintain contractual documentation in accordance with requirements of funding agreements including milestone payment evidence requirements, contract variations and approvals in accordance with financial delegations.
- Provide training, guidance and support to staff in relation to contractual requirements and contracts systems.

## Procurement management (contractual procurement)

- Develop and implement procurement strategies and policies.
- Collaborate with internal staff to understand the corporate and project procurement needs.
- Ensure procurement activities align with the Company's procurement policy and procedures.
- Identify and manage procurement risks, supporting compliance and ethical standards.
- Recommend process improvements and system enhancements.
- Manage the communication of procurement policies, procedures and guidelines with stakeholders and employees to ensure a high level of understanding enabling the effective delivery of procurement services and processes.
- Provide high level procurement and contract advice.
- Ensure pre-qualification of suppliers is completed and all relevant documents are provided and their currency is maintained.
- Contribute to operational reporting requirements and undertake governance to ensure accuracy and compliance.
- Monitor and undertake financial and procurement systems compliance.
- Prepare high level correspondence (including briefings, reports and submissions) and procurement/contract related documentation.
- Support the delivery of the procurement governance and risk management framework.

## Skills, experience and qualifications

### Essential

- **Qualifications and technical expertise:** Tertiary qualification in law, para-legal, contract administration or a related discipline, or demonstrated equivalent experience.
- **Contract management experience:** Demonstrated experience in a similar role performing comparable functions, including the review and development of contractual documents.
- **Procurement management experience:** Demonstrated experience in a similar role performing comparable functions, including the development, review and management of contractual procurement processes.
- **Analytical and reporting skills:** Demonstrated ability to analyse and report on contract compliance and to identify contracts at risk.
- **Collaboration, coaching and training:** Ability to provide guidance, coaching and training to staff in regards to contractual process to ensure consistent application of contract and procurement management practices.
- **Interpersonal and organisational skills:** Highly developed communication, interpersonal skills, with the ability to work collaboratively with internal and external stakeholders. The role requires professional judgement and problem solving capability in a complex and dynamic organisational environment.
- **Operational capability:** Ability to operate effectively within a fast-paced and complex organisational environment, managing competing priorities while maintaining focus on contractual requirements.
- **Mobility:** Current C class driver's licence.

### Desirable

- Demonstrated competency in using and managing information systems. Experience with Google suite and MS Office would be highly desirable.

## Core competencies

### Team work

- Collaborate effectively across teams, programs and corporate functions to support consistent project management practices and organisational outcomes.
- Contribute constructively to team activities, providing guidance, advice and practical solutions to support project delivery across the organisation.
- Respect, encourage and support fellow team members to foster a positive and collaborative work environment.

- Support the establishment of clear goals, roles and expectations within projects and organisational initiatives.
- Proactively identify risks, issues or opportunities and communicate them effectively to enable timely decision making and resolution.
- Demonstrate leadership through influence, expertise and professional credibility rather than formal authority.

### Quality

- Apply and promote agreed organisational standards, frameworks and best practice approaches to project management and delivery.
- Maintain high quality documentation, reporting and project records in accordance with organisational, contractual and funding requirements.
- Monitor work practices and project outcomes to identify opportunities for continuous improvement.
- Support teams to adopt consistent methodologies, tools and reporting processes that strengthen organisational governance and accountability.
- Apply evidence based approaches, industry standards and organisational frameworks to project planning, monitoring and delivery.

### Environment

- Work according to agreed environmental standards within your team.
- Promote environmentally responsible practices within projects and organisational activities.
- Identify and monitor your work for opportunities to reduce adverse impacts on the environment.

### Work Health and Safety

- Take reasonable care for your own health and safety and that of others who may be affected by your actions.
- Comply with all organisational WHS policies, procedures and safe work practices.
- Support safe planning and delivery of project and field activities, including risk assessments and appropriate controls.
- Ensure vehicles, plant and field equipment are inspected, maintained and used in accordance with safety requirements.
- Report incidents, injuries, hazards and near misses promptly and accurately in accordance with organisational procedures.
- Conduct and submit trip plans for field work within the required timeframes and obtain the necessary approvals prior to commencing travel when required.
- Participate in toolbox talks and safety training as required.
- Contribute to a positive safety culture by modelling safe behaviours and challenging unsafe practices where appropriate.
- Ensure appropriate first aid resources and emergency procedures are in place for field activities if required.
- Monitor environmental conditions (e.g. weather, terrain, remote work risks) and adjust activities to maintain safe operations when required.

### Communication and stakeholder engagement

- Ability to communicate effectively to support collaboration, influence outcomes and promote high performance within teams and projects.
- Ability to engage with internal and external stakeholders with professionalism, tact and sound judgement.
- Ability to clearly communicate project objectives, expectations, progress and risks to a range of audiences.
- Ability to foster positive working relationships that support collaboration and effective project delivery.

### Other

- Maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information.
- Personal characteristics of honesty, integrity, adaptability, commitment and reliability.
- Availability to work across Burdekin Dry Tropics and all work locations.
- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements.

- Implement strategies for reducing adverse impacts on the environment.

### **Organisational values and workplace responsibilities**

All employees are required to work in accordance with the standards outlined in the NQ Dry Tropics Code of Conduct and are encouraged to learn and operate in alignment with our values:

**Integrity** - we are respectful, honest, trustworthy, consistent and fair.

**Collaboration** - we listen to others perspectives, work for mutual benefit and share successes.

**Leadership** - we drive change through creativity, tenacity and commitment.

**Solutions** - we create innovative solutions using experience and best available evidence.

**Service** - we provide outstanding service to our clients.

All employees are expected to participate in the NQ Dry Tropics Induction Program and engage in ongoing training and professional development opportunities to maintain current knowledge and deliver high levels of service to both internal and external stakeholders.

Employees are also required to actively participate in the Employee Performance Development Program.

### **Authorities**

The authority vested in this position is limited to that specified within the Delegations Register.

This position description outlines the role as it is currently structured and reflects its current key duties and responsibilities. The organisation periodically reviews position descriptions to ensure they accurately reflect the duties being performed and incorporate any approved changes required to meet operational needs.

As organisational needs evolve, the duties and responsibilities of this role may be amended. Any significant changes will be communicated to you. You may also be required to undertake additional or varied duties from time to time, consistent with your skills, competence, and training to support business needs.