

Guide for Applicants

NQ Dry Tropics is hiring an experienced **Contracts Manager** for a full time position based in Townsville.

With a strong focus on working as part of the team, 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.

This is a permanent full-time position based in Townsville.

The skills and attributes we are looking for include:

- qualification in law, para-legal, contract administration or a related discipline, or demonstrated equivalent experience;
- demonstrated experience in contracts management and management of contractual procurement;
- an enthusiastic attitude with strong communication and engagement skills;
- excellent organisational skills, including the ability to provide training and coaching; and
- the ability to work effectively in teams as well as independently.

Working for NQ Dry Tropics

We are an independent not-for-profit company that supports communities in the Burdekin Dry Tropics of North Queensland to sustainably manage land, water, soil, plants and animals. We are a trusted and respected leader in natural resource management, with strong relationships with community, corporate and government partners.

NQ Dry Tropics is an equal opportunity employer offering professional development opportunities, flexible hours and a close-knit and friendly environment. You'll be rewarded with an attractive annual base salary range \$122,951 to \$143,836 plus 15% superannuation and five weeks annual leave.

You will be supported to build knowledge and skills and provided with career development opportunities through an attractive professional development program

Selection Criteria

It is essential that applicants address each selection criterion individually, clearly demonstrating how they meet the required skills and qualities. Please provide specific examples from your working experience to support your responses. Shortlisting will be based on the extent to which candidates have effectively addressed the selection criteria. Incomplete applications may not be considered.

Essential

1. **Qualifications and Technical Expertise:** Tertiary qualification in law, para-legal, contract administration or a related discipline, or demonstrated equivalent experience.
2. **Contract Management Experience:** Demonstrated experience in a similar role performing comparable functions, including the review and development of contractual documents.
3. **Procurement Management Experience:** Demonstrated experience in a similar role performing comparable functions, including the development, review and management of contractual procurement processes.
4. **Analytical and Reporting Skills:** Demonstrated ability to analyse and report on contract compliance and to identify contracts at risk.

5. **Collaboration, Coaching and Training:** Ability to provide guidance, coaching and training to staff with regards to contractual process to ensure consistent application of contract and procurement management practices.
6. **Interpersonal and Organisational Skills:** Highly developed communication and 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.
7. **Operational Capability:** Ability to operate effectively within a fast-paced and complex organisational environment, managing competing priorities while maintaining focus on contractual requirements.
8. **Mobility:** Current C class driver's licence.

Desirable

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

How to Apply

To be considered for this position, your application must include:

- a cover letter introducing yourself and outlining why you are a suitable candidate for the role (we encourage you to show your personality);
- a separate document addressing each of the selection criteria; and
- a current resume including the contact details of two recent referees.

Applications should be submitted via email to careers@nqdrytropics.com.au or lodged online through Seek.

For further information about the position, please contact Wayne Crase on 07 4799 3500 or via email at careers@nqdrytropics.com.au.

Applications close 5pm, Tuesday 7 July, 2026.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.