



Gladstone Ports Corporation  
Growth, Prosperity, Community.

**POSITION VACANT  
CONTRACTS ADVISOR**

**VACANCY REFERENCE NUMBER – COM1314/0617**

Gladstone Ports Corporation is actively seeking applications from suitably qualified candidates for the role of Contracts Advisor. The position is responsible and accountable for administering the procurement function with regards to Contracts for services, projects and capital purchases. The role will also assist the Supply Superintendent in leading the team to deliver and maintain best value outcomes from contract and supply purchasing activities.

Specific responsibilities include:

- Ensure delivery of outputs required by the Supply Section on time and to specification:
  - Preparation of bid and tender packages, the analysis, evaluation and negotiation of Tenders and Quotations, and preparing supply contract recommendations for review and approval by management, through the Supply Superintendent.
  - Coordinate the supply of services and goods, to the Corporation according to policy and within budgetary and time constraints.
  - Administer supply contracts, monitor suppliers’ performance, and coordinate delivery of services and goods in compliance with GPC guidelines.

Candidates must respond to the following **key selection criteria** relevant to the role:

1. Contract management of assigned higher risk agreements (EG: energy, commodities, large capital purchases etc)	<ul style="list-style-type: none"> <li>• Develops and manages contracts made with customers or vendors. Ensures contracts are robust enough to withstand scrutiny and practical operational application. Negotiates contract terms and conditions and ensures compliance with the terms and conditions.</li> <li>• Effective at developing bid and tender documents, managing bid and tender processes including evaluation. Understands and applies strategic sourcing and cost/quality management practices.</li> </ul>
2. Supply chain management	<ul style="list-style-type: none"> <li>• Understands the interrelated business process involved in the provision of products and services to GPC internal customers. Evaluates and improves activities across the supply chain (i.e. procurement, logistics, etc) to ensure efficient and effective delivery of products and services.</li> <li>• Understands the procurement process, legislative requirements and governance processes.</li> </ul>
3. Supply related legal knowledge	<ul style="list-style-type: none"> <li>• Understanding the importance of adhering to legal requirements for the GPC.</li> <li>• Understanding relevant legislation.</li> <li>• Liaises directly with regulators, community and /or external authority bodies.</li> <li>• Understands confidentiality agreements and maintains confidentiality.</li> <li>• Development of Contracts including clear understanding of Terms and Conditions within the contract, ensuring key legislation is covered as required.</li> </ul>
4. Commercial & Contract Support to the Supply Team	<ul style="list-style-type: none"> <li>• Project management of the Contract portfolio</li> <li>• Work with the Contract Officers to identify commercial and contractual risks to ensure mitigation plans are in place and managed</li> <li>• Highlight emerging issues and trends and contribute to their resolution opportunity maximisation</li> </ul>

Formal qualifications in Purchasing and Materials Management or equivalent is required for this position.

Failure to provide a written response to the key selection criteria listed above, will result in your application being unsuccessful.

Confidential enquiries may be made by contacting the Employment Officer on (07) 4976 1686. Applications are to be received prior to **4:00pm, Friday 30 June 2017** and can be submitted via [www.gpcl.com.au/careers](http://www.gpcl.com.au/careers).