

## POSITION DESCRIPTION

<b>Job Title:</b>	Contracts Advisor	<b>Date:</b>	June 2017
<b>Job Holder:</b>	Vacant	<b>Supervisor Name:</b>	
<b>Department:</b>	Commercial	<b>Supervisor Title:</b>	Supply Superintendent
<b>Location:</b>	Kullaroo House	<b>Level of Work</b>	I

### 1. Position Context

Gladstone Ports Corporation (GPC) manages and operates three ports, involving a number of differing work sites. GPC, and its wholly owned subsidiaries, employ a diverse workforce of over 700 employees operating across multiple functional areas on a 24hr, 7 day basis.

GPC is committed to deploying new systems and redeveloping existing systems to ensure the Port achieves its strategic and operational objectives. The Supply department is responsible for the procurement of all goods and services for our three Port precincts.

### 2. Position Purpose

The Contracts Advisor 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.

### 3. Job Accountabilities

- 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.
  - Complete other supply and general duties as required by the Supply Superintendent according to GPC guidelines.
- Provide education, assistance and support by working closely with all GPC departments to ensure effective contract development and delivery.
- Ensure contract and procurement activities are conducted within GPC and Government Policy.
  - Demonstrate and uphold the highest ethical standards of probity and integrity.
- Support the Supply Superintendent to deliver a quality contract process across GPC.
- Comply with all the Health, Safety and Environment management system requirements
- Comply with GPC's values and behaviours:
  - *Sustainability - We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment*

*and our community. We engage with and contribute to the communities in which we operate.*

- *Excellence - We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.*
- *Customers - We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.*
- *Respect - We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.*
- *Empowerment - We support and empower people to give their best and reach their potential. We fully apply our skills and capacity, and are accountable in our actions, and perform to the best of our ability.*
- *Teamwork - We are one company, one team. We work together to achieve our objectives.*

#### **4. Decision Making Authority**

As in accordance with company policy/systems:

- Access necessary information; obtain resources and use of facilities or equipment needed to carry out the work of this role

#### **5. Job Challenges & Impact**

- Ensure procurement services meet customer requirements
- Provide an efficient and effective service to GPC departments
- Maintain and enhance relationships throughout GPC and with external clients
- Operate effectively in an environment where there are conflicting demands on resources
- Supervise the section when the Supply Supt is absent
- Ensure the functions are carried out in accordance with the rules

This role mitigates the business against commercial loss in relation to contracts and non-compliance with GPC procedures and guidelines.

#### **6. Key Relationships**

##### **Internal**

- Regular interaction with Supply Superintendent
- Daily interaction with Supply team
- Interaction with Management as required
- Interaction with Maintenance, Operations and Engineering staff
  - Assisting in the preparation of contracts
  - Education of users
- Interaction with Warehouse staff as required
- Communication with GPC staff
  - Aimed at clarifying and defining purchasing requirements and to discuss the purchasing process, quotations, new products, suppliers or future needs

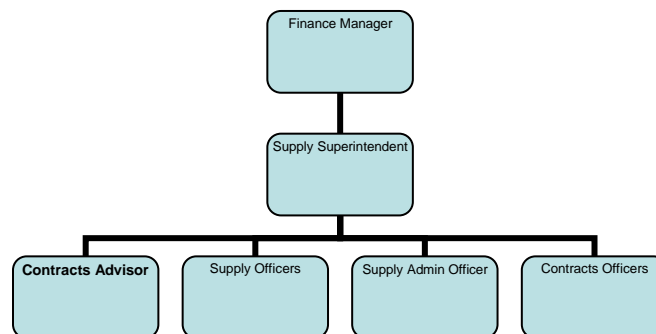
**External**

- Interaction with Managers, Sales Engineers and technical representatives of suppliers:
  - For the purpose of development and administration of contracts
  - The position monitors supplier performance, sourcing supply and arranging delivery of goods and services
- Liaises with purchasing departments of other organisations to exchange ideas and purchasing information

**7. Level of Supervision**

Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

**8. Organisation Chart**



**9. Formal Qualifications required for the position**

- Diploma of purchasing and materials management or equivalent.

It is **desirable** that the incumbent is able to demonstrate experience and/or knowledge in the following:

- Contract Law

**10. Key Selection Criteria**

It is **essential** for the job holder to demonstrate experience and/or knowledge in the following:

<b>Competency</b>	<b>Description</b>
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>

Competency	Description
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>
5. Social Influencing	<ul style="list-style-type: none"> <li>The ability to read social situations, understand the underlying social process and to influence those processes productively.</li> <li>The ability to establish good, productive working relationships both directly and indirectly through team work and partnering.</li> </ul>
6. Problem Solving	<ul style="list-style-type: none"> <li>The capacity to reason, think analytically, conceptually and laterally in order to solve problems and take appropriate decisions.</li> </ul>
7. Driving Results	<ul style="list-style-type: none"> <li>The capacity to overcome obstacles to deliver short-term operational objectives.</li> </ul>
8. Modelling GPC's Values and Behaviours	<ul style="list-style-type: none"> <li>The ability to comply with and embed GPC's values and behaviours in all aspects of work.</li> </ul>