

## Description

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<b>Job Title:</b>	<b>Contracts Compliance Lead</b>
<b>Ref No:</b>	OP36
<b>Portfolio &amp; Program:</b>	Legal Services
<b>Reporting Relationship:</b>	Head of Legal Services
<b>Classification:</b>	Salaried
<b>Date:</b>	October 2019

*Our vision is justice, respect and fullness of life for all. Our purpose is; together we change lives.*

## My purpose is to...

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Be the centralised point of contact for AnglicareSA's contract administration and ensure compliance and consistency in its monitoring and reporting of its contracts.

## To meet my key performance areas, I will...

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### Contract Administration

- Maintain a framework and process to monitor contracts against KPIs and report on compliance.
- Keep a centralised point of access for all AnglicareSA contracts.
- Determine best practice for contract integration processes.
- Draft and negotiate contract documents between AnglicareSA and its Customers and third parties from each portfolio.
- Highlight risks of non-compliance in contractual documents.
- Be the conduit between legal services and procurement and participate in the tender process.
- Liaise with Legal Services in the development and execution of contracts where required.
- Identify contract requirements and obligations to support the business to generate action plans.
- Maintain and monitor compliance with the contract management tool.
- Liaise with the business to ensure compliance with the contract management tool.
- Remain informed of regulations and legislation impacting upon all AnglicareSA contractual arrangements.
- Maintain, draft or negotiate any other AnglicareSA contractual documents as required.

### Relationship Management

- Develop and maintain strong professional relationships with all levels of employees across the organisation.
- Provide advice on contractual responsibilities and queries across the organisation.
- Establish and maintain positive working relationships with contract managers across the organisation.
- Regularly review contract compliance tool to ensure business compliance.
- Facilitate contract review meetings when necessary.
- Review take up of new contracts by the business and report on non-compliance.
- Work collaboratively across the Legal Services team and the wider organisation.

### Continuous Improvement

- Contribute to the development of procedures and processes, continually monitor their effectiveness and explore opportunities for improving systems.
- Work in a manner where review and improvement are inherent in all work practices, with an understanding of quality principles and how they impact on the requirements of this position.
- Seek opportunities for self-development to improve skills.

### Work Health and Safety (WH&S)

- Contribute to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

## To make a difference I will...

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- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of my right to work in Australia.
- Obtain and maintain a National Police History Check.

**Direct Reports:** Nil

**Working Relationships:** Whole of AnglicareSA.

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## I will utilise my.....

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### Qualifications

- Qualifications in legal services, paralegal, contract management/administration or equivalent experience.

### Skills and Abilities

- Understanding of contract language and contract style guides
- Negotiation skills with integrity both in-person and through written communication;
- Drafting, writing and editing skills with clear experience in clearly and concisely, drafting and editing contracts.
- Proven experience in managing relationships with management, customers, and external parties is an essential skill.
- Excellent Interpersonal communication skills, both written and verbal
- Demonstrated commercial experience in a similar role.
- Experience in developing and administering policy, processes and procedures within contracts.
- Ability to operate autonomously to manage and co-ordinate tasks.
- High level of computer literacy in a variety of software packages, including Microsoft Office Suite.
- Ability to understand strategic initiatives and ensure contract planning aligns with strategic plans.
- Experience in the management of contracts within a highly regulated industry.
- Exceptional time management, ability to work on multiple tasks and consistently met deadlines.
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

## My dedication and commitment

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Job holder Signature: ..... Date.....

Print Job holder Name: .....

General Manager, People & Culture: .....

Date: .....

**Integrity • Compassion • Equity • Stewardship • Servant Leadership**