

Our Watch Role Statement

Position details

Position title:	Contract and Procurement Officer
Team:	Corporate Services
Reports to:	Director, Corporate Services
Position location:	Melbourne CBD
Work type:	Fixed Term, Part-time, 0.6 FTE
Job duration:	12 month initial contract
Probation period:	6 months
Salary:	Our Watch Band 4, Level 2 (commencing at \$88,843 pro rata) plus superannuation and 17.5% annual leave loading

Organisation context

Our Watch is a national, not for profit organisation established in 2013. Our mandate is to drive nation-wide change in the culture, behaviours, structures and power imbalances driving violence against women and their children. We are based in Melbourne.

Our Watch's vision is an Australia where women and their children live free from all forms of violence. Our mandate is to stop violence before it happens, and our purpose is to provide national leadership to prevent all forms of violence against women and their children. Our work will always be based on sound research and strong and diverse partnerships.

Our Watch recognises and values diversity amongst its staff and strongly encourages suitably qualified people from all backgrounds, especially people who have a strong understanding of intersectionality either by working with diverse population groups or a lived experience.

Position overview

In this newly created position, the Contract and Procurement Officer will act as the primary contact and coordinator throughout the contract management process, to assist Our Watch's managers and contract managers to plan, develop, source and manage procurement arrangements.

The position requires the incumbent to have:

- Previous experience in contract and procurement management;
- Relevant formal qualifications (desirable);
- Knowledge of contemporary practices and relevant regulations.

Responsibilities and accountabilities

Procurement

- Provide guidance to contract managers during the preparation, tendering, assessment, negotiation and monitoring of contracts.
- Support and monitor the implementation of procurement processes across all functions within the organisation.
- Contribute, develop and implement innovative and sustainable procurement guidelines, policies and procedures.
- Work with internal/external stakeholders to determine procurement needs, quality and delivery requirements. Coordinate procurement exemptions and approval processes.

Contract Management

- Administer and coordinate Our Watch contractor agreements including providing advice to contract managers, facilitating approval, registering and monitoring contracts.
- Draft contracts in line with Our Watch policy and funding requirements, in conjunction with contract managers.
- Provide support with establishing and negotiating contract terms and conditions, and maintaining supplier relationships.
- Provide advice to staff on purchase orders and contracts, including delegations, content and approval process.
- Guide contracts through the approval process.
- Liaise with pro bono lawyers in relation to third party or non-standard/complex contracts.
- Maintain systems to support the contracts processes including the contracts registers.
- Monitor and approve financial milestones of contracts such as initial funding, payments and conclusions.
- Provide support to contract managers on the monitoring and performance management of contracts.
- Monitor contract end and allow time for a new procurement process, re-negotiating terms or re-tendering as appropriate.

Communication and Stakeholder Management

- Promote and support contract and procurement management through the development and maintenance of partnerships with external agencies and stakeholders. Maintain high performing work relationships across the organisation to deliver outcomes for commissioned services and programs.

Quality Improvement

- General quality control and improvement of procurement systems (in conjunction with Finance and Quality and Compliance Officer).
- Identify quality improvement opportunities and participate in the development of quality procedures and processes.
- Participate in and contribute to internal activities as required such as setting up preferred supplier lists taking into account the Our Watch Reconciliation Action Plan, Intersectionality Strategy and Child Safety policy.

Confidentiality

- Maintain a high level of discretion and confidentiality in all relationships both internal and external to Our Watch.

Organisation Relationships

Internal: The position is part of the Corporate Services team which provides a suite of services to all staff, management and Board. The position will work closely with staff managing operational and project contracts, as well as the Finance and Quality and Compliance Officers.

External: Will be required to liaise with external members, funding bodies and other businesses where appropriate.

Other

- Provision of support within the Corporate Services Department where required.
- Other duties as assigned.

Selection criteria

Commitment

- Commitment to Our Watch's vision, purpose and mandate
- Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting Our Watch's ideals of gender and cultural diversity at all times
- Commitment to working collaboratively and respectfully in a high performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision

Sector Understanding

- Experience working in the Not for Profit sector (desirable)

Qualifications & Experience

- Tertiary qualifications in relevant discipline such as legal, commerce or other.

Skills and Expertise

- Demonstrated skills and experience in contract management and procurement
- Experience in contract negotiation and execution
- Experience in monitoring milestone performance and payments.

Project Management

- Effective project planning, execution, monitoring and evaluation skills.

Stakeholder Engagement and Relationship Development

- Proven experience in working and building relationships with a wide range of stakeholders to influence positive outcomes in line with strategic direction
- Demonstrated skills, knowledge and behavior to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these.

Written & Verbal Communication

- Highly developed oral and written communication skills. Demonstrated experience in preparation of high quality written material and presentations that meet the needs of a wide range of audiences.