



## **POSITION REQUIREMENTS**

**POSITION:** Contracts Administrator and Data Officer

**POSITION #:** 10648

**CLASSIFICATION:** Band 6

**SECTION:** Community Services

**REPORTS TO:** Coordinator Aged and Disability Services

**DATE APPROVED:** March 2010

**APPROVED BY:** Manager Community Services

---

### **1. POSITION OBJECTIVES**

- Oversee contracts administration in Aged and Disability Services
- Provide information and data management services for the Unit
- Provide general administrative support to Aged and Disability Services

### **2. KEY RESPONSIBILITY AREAS**

#### **2.1 Contracts Monitoring and Administration**

Manage the administration and support the management of designated contracts:

- Identify and record all contract requirements, monitor performance against requirements and advise the coordinator of any variances
- Monitor contractor training program to ensure staff delivering services are appropriately skilled
- Manage all contract administration requirements including receiving and checking all reports and following up to ensure all documentation is accurate, up to date and accessible to management
- Provide logistical support for contract meetings through scheduling and preparation of agendas, minutes, action status reports etc

## **2.2 Financial Administration**

Manage and monitor contract and client payments and associated payment data for designated contracts:

- Ensure accurate and timely contract payments are made in conjunction with Council's payment processes and timelines
- Receive and monitor reconciliation reports and provide relevant information to Council's finance section on a monthly basis
- Record client invoice and payment data, monitor outstanding payment amounts and forward accurate data to contractor
- Oversee travel payments to eligible contract staff through management of the claims system and preparation of payment information for Finance

## **2.3 Data Management**

Manage data and prepare statistics relevant to the management of designated contracts:

- Maintain Council's data on clients and service provision and ensure information is accurate, up to date and accessible to management
- Analyse data and prepare statistical reports for monitoring performance and trends and preparation of key performance reports for management
- Create required reports for internal reporting, contract management and funding accountability purposes

## **3. ORGANISATIONAL RELATIONSHIPS**

This position reports to the Coordinator Aged and Disability Services and assists other Units in Community Services with various projects:

Reports to: Coordinator Aged and Disability Services

Internal contacts: CEO, Group Managers, Managers reporting to GMLCS, other Managers, Coordinators, Supervisors, Personal Assistants, Councillors and other staff

External contacts: Advisory Committees, State and Federal Government Departments, other Councils, members of the public, community groups and organisations.

#### **4. ORGANISATION CONTEXT**

Council is committed to the delivery of high quality services and customer support. This role plays a critical role in ensuring internal systems and processes deliver needed information and written and oral communication is accurate and supports Council's goals.

#### **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Provide direct support to the Coordinator Aged and Disability Services by ensuring key responsibilities are implemented and maintained and that organisation standards and procedures are met.

#### **6. JUDGEMENT AND DECISION-MAKING**

- The objectives of this position are usually well defined but the incumbent may need to select from a range of alternative methods, technology, processes or equipment to successfully achieve the objectives
- This position is required to solve issues using procedures and guidelines and the application of professional or technical knowledge
- Guidance and advice is usually available

#### **7. SPECIALIST KNOWLEDGE AND SKILLS**

- Well developed skills in the practical application of the office computer software, particularly Microsoft Office products and Carelink
- High level skills in data base management and development of comprehensive management reports
- A thorough understanding of the role and responsibilities of local government and specific organisational responsibilities of the Community Services Section
- A thorough understanding of internal systems for data and information management, funding reports and contract reports.

#### **8. MANAGEMENT SKILLS**

Ability to:

- Set priorities, plan and organise one's own work to achieve specific and set objectives in the most efficient ways possible
- Utilise sensitive information discretely and ensure confidential material is handled appropriately
- Manage competing demands within Aged and Disability Services Unit and negotiate agreed priorities and project timelines
- Record minutes of meetings, prepare agendas and follow-up action items
- Provide support and advice to the Coordinator Aged and Disability Services on all contracting matters

## **9. INTERPERSONAL SKILLS**

Ability to:

- Resolve problems internally and externally in a professional manner, using initiative to achieve a satisfactory outcome
- Build a professional relationship with contractors
- Gain cooperation from staff in the Aged and Disability Services Unit
- Remain calm under pressure
- Present in a professional and personable way
- Work as a team member and support others when needed

## **10. QUALIFICATIONS AND EXPERIENCE**

- Office administration or equivalent Diploma and/or Office Admin Certificate with demonstrated relevant work skills and experience
- Substantial experience with the Microsoft Office suite of programs
- Experience in writing correspondence and reports
- Substantial experience with information and data management systems and capacity to develop sophisticated reports for management
- Experience in use of Carelink and/or ability to learn
- Experience in contracts administration

## **11. OCCUPATIONAL HEALTH AND SAFETY**

- Create, maintain and foster a safe work environment at all times
- Ensure that staff follow safe work practices, procedures, instructions and rules at all times
- Perform all duties in a manner that ensures personal health and safety and that of others in the workplace and the general public
- Regularly inspect the workplace and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times
- Follow up on hazard corrective actions
- Participate in the organisation's Safety Map implementation and accreditation
- Ensure quality and safety management procedures are adhered to in order to ensure trouble free operation for our internal and external clients

## **12. RISK MANAGEMENT**

- Be familiar with the application of Council's Risk Management Policy and Strategy and be accountable for adherence to the policy
- Report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim. Inspections should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson
- Ensure that all buildings/assets are maintained in accordance with defined standards such that safe operating conditions are maintained and required maintenance and repair works are promptly reported to the appropriate officer for rectification

## **13 SELECTION CRITERIA**

- Experience in the administration of contracts or the ability to acquire needed knowledge in a short space of time
- Office administration or equivalent Diploma and/or Office Admin Certificate with demonstrated relevant work skills and experience
- Well developed oral and written communication skills including the ability to draft correspondence and reports
- Demonstrated capacity to manage databases, extract information and prepare high quality reports
- Demonstrated superior organisation and time management skills and a flexible approach to work requirements
- Good problem-solving skills and the ability to balance competing priorities
- Demonstrated sensitivity in dealing with confidential issues and information
- A professional and personable demeanour and the ability to deal with a range of individuals including Councillors, members of the public, residents, ratepayers, senior managers and staff
- A current Victorian Drivers Licence

**The preferred candidate for this position will be required to undertake a pre employment police check. This check will be completed following permission from the preferred candidate.**

**Further information**

To obtain any additional information regarding this position, please contact Kristy McKellar, Coordinator Aged Services on (03) 9433 3354.

**Application information**

Applications for this position should be marked Confidential Job Application quoting position number #10648 and submitted by email to: [job.applications@nillumbik.vic.gov.au](mailto:job.applications@nillumbik.vic.gov.au) . If you have any questions when submitting your application please contact Organisational Development on (03) 9433 3253.

Applications must be received by 4pm Friday 19 February 2010.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.