

# Contract Coordinator

## Position Description

Corporate Services, Level 5, Fixed Term  
Adelaide

	<p><b>About ONRSR</b></p> <p>The Office of the National Rail Safety Regulator (ONRSR) plays an integral role in keeping Australians safe across the nation's vast and varied rail networks. Headquartered in Adelaide, and with offices around the country, ONRSR is an independent regulatory authority that encourages safe rail operations, enforces national compliance with the <i>Rail Safety National Law</i>, and promotes and improves rail safety throughout Australia.</p> <p><b>Our People</b></p> <p>At ONRSR we aim to enhance and promote rail safety nationally through effective risk-based regulation. To achieve that, we need people with the vision to contribute to the safety of Australia's railways – people who are professional, whose values align with ONRSR's values of independence, respect, integrity, diligence and excellence. People motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p><b>Our purpose</b></p> <p>Safe railways for Australia</p>
	<p><b>The Role – Your impact and contribution</b></p> <p>The <b>Contract Coordinator</b> is a new project position essential to embedding a contract management framework and contract register that will ensure appropriate monitoring of contract performance and risks and identify suitable strategies to achieve contract outcomes.</p> <p>Your contribution is to review, enhance and simplify the contract management framework. Additionally, you will support the management of ONRSR's operational contracts through identifying key deadlines, renewal time frames and assisting the business in that contractual delivery aligns with relevant provisions.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> Senior Manager, Finance</p> <p><b>Internal:</b> Executive Director Corporate Services, Senior Manager, Technology and Service Delivery, Corporate Counsel</p> <p><b>External:</b> Vendors and Suppliers</p>
	<p><b>Your Responsibilities</b></p> <p><b>Activities</b></p> <p>Utilising your enthusiasm for best practice contract coordination, you will:</p> <ul style="list-style-type: none"> <li>• Review and identify improvements to support or simplify the contract management framework.</li> <li>• Support the management of all operational contracts through coordinating reviews utilising existing governance and risk processes, capable of</li> </ul>

	<p>informing outcomes of contract performance and financial management to ensure that all parties understand and deliver against their responsibilities.</p> <ul style="list-style-type: none"> <li>• Develop and maintain contract and procurement documentation including a contract management register, ensuring that contract details are maintained, contacts are up to date and that contracts are reviewed and evaluated in a timely manner to align with existing contract and procurement frameworks including compliance with requirements such as the appropriate management of personal information.</li> <li>• Monitor and report on contract performance against KPIs and requirements such as data cleansing, while supporting the business to identify and undertake corrective action as required.</li> <li>• Work with General Counsel to review and update current Master Service Agreement and Contract templates.</li> <li>• Support contract negotiations by undertaking market research to inform contract decisions.</li> <li>• Support the process of reviewing and drafting contract agreements, including contract variations and exemption requests.</li> <li>• Support senior leaders in contract negotiations and provide advice on precedents within existing contracts, seeking guidance from the legal team as required.</li> <li>• Review and evaluate contracts and use the results to inform future contract negotiations.</li> <li>• Apply and advise on processes for exercising extension options, contract expiry and transition management.</li> <li>• Identify and inform the Senior Manager, Finance of ongoing contract management requirements.</li> </ul>
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	<p><b>What you Bring – Key Competencies</b></p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> <li>• A comprehensive understanding of how to interpret contracts sufficient to extract the necessary information to co-ordinate key reviews.</li> <li>• Experience in drafting and preparing contracts.</li> <li>• Well-developed interpersonal skills, with the ability to consult and manage relationships with a range of stakeholders.</li> <li>• Strong analytical, research and evaluation skills with the ability to identify solutions to problems and issues.</li> <li>• The ability to leverage organisational skills to prioritise tasks and meet competing deadlines.</li> </ul> <p><b>Qualifications and experience</b></p> <p>To achieve success in this role, you will have completed relevant training or obtained relevant qualifications in contract management and procurement. You will have held similar roles in a corporate environment over the last 5 years.</p> <p><b>Your compliance</b></p> <p>As a regulator, it is important that we are all on the same page when it comes to safety and risk management and everyone at ONRSR is responsible to actively supporting this aspect of our role to promote a positive and safe culture. ONRSR has a zero tolerance to the use of alcohol and non-prescription drugs for all workers while undertaking ONRSR work. This includes workers recalled to duty</p>
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	<p>unexpectedly who should decline to work if doing so puts them in breach of the Drug and Alcohol Policy.</p> <p><b>Other items of note</b></p> <p>On occasions, this role will require you to work outside of normal business hours, on weekends and public holidays. There is a requirement to travel which may include short stays in ONRSR interstate offices. If you would like more information about how ONRSR regulates please read the <a href="#">ONRSR Way 2020</a>.</p> <p><b>Privacy Notification</b></p> <p>ONRSR requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy laws.</p>
	<p><b>Our Commitment to you and your Commitment to ONRSR</b></p> <p>ONRSR is genuinely committed to investing in the capability of its staff and is proud of its structured Regulatory Officer training program that will support Regulatory Officers in learning the <i>ONRSR Way</i> to rail safety compliance in a supportive environment. Opportunities to learn key skills in both a classroom and infield setting are made available through the delivery of our training program and advancing your skills and knowledge in these areas is also available within this program. The success of this program also relies on your engagement and willingness to coach and mentor staff.</p> <p>ONRSR expects its people to contribute to the efficient and effective functioning of the organisation to meet ONRSR and team strategic goals. This includes actively participating in the Performance Development and Review process; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.</p> <p>I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.</p> <p>I understand that I may be required to perform other duties from time to time to fulfill the position requirements.</p>