


# Contract Manager


## Position Description

Corporate Services

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 Manager</b> is a new project position essential to embedding a contract management framework that will ensure sufficient monitoring of contract performance and risks and identify appropriate strategies to achieve contract outcomes.</p> <p>Your contribution is to review and simplify the contract management framework. Additionally, you will manage ONRSR's operational contracts, simplify procurement and contract processes and documentation that supports the management of these matters and provide contract advice and guidance to the business when requiring goods or services under contract arrangements.</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>Combining your enthusiasm for best practice contract management, you will:</p> <ul style="list-style-type: none"> <li>• Review and simplify the contract management framework.</li> <li>• Manage all operational contracts including governance, risk, performance and financial management and understand the contract requirements, terms and</li> </ul>

	<p>conditions to ensure that parties understand and deliver on their responsibilities.</p> <ul style="list-style-type: none"> <li>• Develop and maintain contracts and procurement documentation including contract management register ensuring contract details are maintained, contracts are up to date and that contracts are reviewed and evaluated in a timely manner to align with existing contract and procurement frameworks.</li> <li>• Monitor and report on contract performance against KPIs and requirements such as data cleansing and identifying and undertaking corrective action as required.</li> <li>• Undertake market research and apply findings to manage and inform contract decisions.</li> <li>• Assesses and prepares contract variations and exemption requests, making appropriate decisions based on risk.</li> <li>• Validate invoices and reports, and ensures payment schedules are met.</li> <li>• Support senior leaders in contract negotiations and provides advice on all contracts and seeks guidance from legal team as required.</li> <li>• Liaise with suppliers and customers to resolve routine contractual issues and escalate more complex issues.</li> <li>• Review and evaluate contracts and use the results to inform future procurement strategy.</li> <li>• Apply and advise on processes for exercising extension options, contract expiry and transition management.</li> <li>• Identify and inform Senior Manager, Finance of ongoing contract management position requirements.</li> </ul>
	<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>• Have strong contract negotiation skills with the ability to build positive relationships with service providers</li> <li>• Have demonstrated experience in drafting contract clauses to reflect negotiated outcomes</li> <li>• Good 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 provide solutions to problems and issues</li> <li>• Strong written communication skills with the ability to prepare procurement and technical documents</li> <li>• 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 would 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 5-8 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 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 internal suite of development opportunities as well as supporting staff develop their capability as part of the performance development process.</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>