

Position description

Position title:	Contracts Officer
Job reference no:	25519
Salary:	\$33.7895 per hour
Classification:	Grade 2 (HS2)
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
Hours:	45.6 hours per fortnight
Position tenure:	Permanent Part Time
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing) • Access to discounted private health insurance
Work unit / location:	Morwell
Reports to:	Manager Governance
Program:	Governance
Contact person:	Lauren Daly, Manager Governance, on (03) 5136 5377
Application closing date:	Wednesday 2 September 11.59pm

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

The complexity in our operations and people, our geographical spread and our growth add complexity and variety to every corporate role, across both project work and business-as-usual activities.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Manager of Governance, the Contracts Officer shall provide support in the management of brokered service agreements and organisational contracts. The role is suited to a person with attention to detail, a methodical approach to work and the motivation to ensure quality is maintained.

The key objectives of this role are to ensure all agreements and contracts are appropriately created, documented, executed and managed. Individual, on-the-job training will be provided in the use of specific LCHS systems and processes.

Key objectives, duties and responsibilities

Contract administration

1. Action new straightforward contract requests such as clinical agreements and minor service agreements, and develop brokered service agreements in line with the contract management framework.
2. Ensure expiring contracts are followed up and actioned appropriately, including liaison with internal and external parties as required.
3. Ensure provider information and rates for services are current and in accordance with the service agreement.
4. Ensure contractor qualification and other required documentation is collected in a timely manner and stored in the contract management system.
5. Provide contract support in relation to the administration of brokered service agreements as required.
6. Prepare and provide reports to management and key stakeholders as required.

Organisational contracts

1. Support the administration of organisational contracts and ensure contract documentation is current and stored in the contract management system.
2. Support the Senior Contracts Officer to coordinate and record contractor performance management, including reporting to relevant staff where contractual issues are identified.
3. Prepare and provide reports to management and key stakeholders as required.

Other duties

1. Provide support for other tasks in the Governance Team as required.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated experience in a role where contract or document understanding and review was required.
2. Ability to comprehend and administer agreements or contracts.
3. Capacity to communicate effectively with internal and external stakeholders.
4. Proficient in Microsoft Office (intermediate level).
5. Ability to prepare correspondence and compile contractual documentation.
6. Demonstrated computer skills including the use of Microsoft Office and other software applications.

Job requirements:

Applicants must meet the following job requirements:

Mandatory Requirements:

1. Demonstrated experience in a similar role where contract or document understanding and review was required.
2. Ability to comprehend and administer agreements or contracts.
3. A current Victorian driver licence will be required for this role.

Other Requirements:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Corporate
Date:	12 August 2020

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /