



POSITION DESCRIPTION

Executive Officer - Contracts Management

Level	SCHADS Level 7
Employment Type	Full-time, ongoing
Reports to	Senior Executive Officer
Purpose of the Position	
<p>The Executive Officer – Contract Management provides strategic, governance, and operational support to ensure the effective management of organisational contracts, funding agreements, and high-level strategic support. The role supports the Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO) and Executive Team by overseeing contract compliance, monitoring performance obligations, performance reporting, and ensuring contractual activities align with organisational objectives, regulatory requirements, and funding expectations.</p> <p>Working across the organisation, The Executive Officer – Contract Management facilitates effective contract governance, reporting, risk management, and continuous improvement initiatives to support sustainable service delivery and positive outcomes.</p>	
Tasks and Responsibilities	
<ul style="list-style-type: none"> • Ensure contract management practices align with organisational policies, governance frameworks, legislative requirements, and funding conditions. • Assist in the development, implementation and management of contract governance processes and controls. • Monitor and report on contractual risks and support mitigation strategies. • Contribute to audit preparation and coordinate responses to internal and external audit requirements. • Support strategic planning initiatives relating to funded programs and service delivery arrangements. • Support the review, execution, and administration of contracts, funding agreements, and service agreements. • Monitor contractual obligations, deliverables, milestones, and reporting requirements to ensure compliance. • Support contract renewals, variations, extensions, and procurement activities as required. • Provide high-level advice and support to the DCEO and Executive Team on contract and MOU related matters. • Prepare relevant information for executive briefings, reports, submissions, and recommendations to support informed decision-making. • Support strategic planning initiatives relating to funded programs and service delivery arrangements. 	
Essential Criteria	
<ul style="list-style-type: none"> • Advanced Diploma of Business or Contract Management or equivalent experience. • Minimum 3-5 years' experience in senior administrative, CEO and Executive support, contract management, or policy role, ideally within a not-for-profit, health, or community services environment. • Proven ability to establish and maintain strong and effective working relationships and communication channels with senior executives, senior management and a diverse range of professionals, ensuring smooth flow of information across Carpentaria and stakeholders. • Experience managing government-funded contracts and service agreements. 	

- Knowledge of Australian not-for-profit governance and regulatory requirements.
- Experience with procurement, tendering, or grant management processes.
- Current Working with Children clearance (Ochre Card), Criminal History Check, NDIS Worker Screening and NT Driver's Licence.

Preferred Criteria

- Relevant tertiary qualifications or sound experience in a similar position.

Values and Behaviours Required

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.
- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to Equal Employment Opportunity, WHS, Risk Management and Quality Improvement practices.

Authorised by the CEO:



Date:

10/06/2026