

# Position Description

<b>Position title</b>	Contracts Manager
<b>Status</b>	Full time or Part-time considered (3 or more days p/week)
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<p>Brisbane South PHN has a strong commitment to working in partnership with our local communities, with primary health care professionals, regional hospital and health services, all levels of government and with the public, private and not-for-profit sectors. Through delivering on our strategic vision of Better System, Better Health, our aim is that the Brisbane South region, its primary health agencies, professionals and its local communities will be recognised as experiencing a high quality health system that is delivering improved lifelong health and wellbeing.</p> <p>In addition, our values - Courage, Respect, Integrity, Synergy, Purpose - shape the way we work with our stakeholders and with each other.</p> <p>Our efforts are focused on improving the system for everyone – individuals, families, communities, health professionals, key stakeholders and the primary health sector.</p> <p><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>▪ Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps.</li> <li>▪ We share knowledge and information with and throughout our network.</li> <li>▪ We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>▪ Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital.</li> <li>▪ Through our partners and contracted providers we commission the delivery of services for our region’s most vulnerable people, including those in need of mental health, drug and alcohol and other support services.</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Provide effective contract management services and advice to ensure objectives for organisational contracts and service agreements are delivered within the organisation’s governance and risk frameworks.</li> <li>2. Ensure activities focus on the achievement of department goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</li> </ol>	
<b>Accountability</b>	This position reports to the General Manager – Corporate Services
<b>Direct reports</b>	0
<b>Budget</b>	n/a
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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## KEY RESPONSIBILITIES

- Work with internal program/commissioning staff to provide advice and support for contracting and contract management including procurement governance, probity and other general procurement activities.
- Lead and drive the improvement and maintenance of the organisation's contracting systems, documentation, processes, reporting and capability in contracting and commissioning.
- Work closely with program/commissioning managers to ensure contract performance and compliance is monitored and reported in accordance with contractual obligations and organisational policies and procedures.
- Documentation of contracts and service agreements.
- Keep abreast of contemporary contracting and commissioning practices.

## CAPABILITIES AND COMPETENCIES

Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: **Specialist Manager**

## SKILLS, EXPERIENCE AND QUALIFICATIONS

- Demonstrated experience and skills in contract management and procurement methods, principles and contemporary practices preferably gained in a funding/commission environment.
- Demonstrated analytical, solution focused problem solving.
- Highly developed communication skills and a proven ability to partner with people at all levels in the organisation.
- Organised and experienced in operating in a complex, busy environment and can work effectively to achieve outcomes.
- Literate across the Microsoft suite. Experience using the Folio contract management system desirable.

**Manager's Signature**

**Date**

**Manager's Name**

**Employee's Signature**

**Date**

**Employee's Name**