

# Position Description

<b>Position title</b>	Contracts Coordinator
<b>Status</b>	Ongoing Full time – will consider part-time
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access - our vision is ‘the best possible health and wellbeing for every person in the Brisbane south region’.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</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 contracts and service agreements are delivered within appropriate 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 Snr Program Development Coordinator - Commissioning
<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	
<ul style="list-style-type: none"> <li>• Compile, review and arrange all necessary contract documentation, administration and reporting activities to meet the requirements of the contracting function for incoming, outgoing, variation and decommissioning contracts as required.</li> <li>• Partner with staff across the organisation to provide develop and maintain contract and procurement policy/approaches and advice and support for contracting and contract management including contract performance and compliance; reporting; procurement governance and probity.</li> <li>• Develop and drive maintenance and improvement of the organisation’s systems and processes for contract management, reporting and oversight.</li> <li>• Ongoing management of the suite of operational contracts and associated documentation for provision of service delivery, ensuring currency with relevant legislation; head agreements; governance and risk frameworks.</li> <li>• Liaise with funding bodies, legal advisors and other external stakeholders</li> <li>• Keep abreast of modern contracting and commissioning practices, systems and innovations.</li> </ul>	
CAPABILITIES AND COMPETENCIES	
<p>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: <b>Team Leader, Coordinator</b> with the following competencies at <b>Specialist Level</b>: Risk Management; Contract Management; Business Systems</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Demonstrated experience and sound understanding of contract management and procurement methods, principles and contemporary practices.</li> <li>• Superior analytical skills, in particular an ability to analyse process and drive improvements, solution focused problem solving.</li> <li>• Highly developed verbal and written communication skills and an effective negotiator.</li> <li>• Ability to work developmentally and partner with staff at all levels in the organisation.</li> <li>• Highly organised and experienced in operating in a complex, busy environment and can work effectively to achieve outcomes.</li> <li>• Demonstrated digital and data literacy along with high level skills using CRM and contract management software (Salesforce desirable), Sharepoint, Word &amp; Excel.</li> <li>• Project management qualifications desirable.</li> <li>• Experience with Not for Profit and/or Health sector desirable.</li> <li>• Criminal history check</li> </ul> <p>To comply with the <i>Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld</i>, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.</p>	
<b>Manager’s Signature</b>	<b>Date</b>
<b>Manager’s Name</b>	
<b>Employee’s Signature</b>	<b>Date</b>
<b>Employee’s Name</b>	