

Job Description

Title:	Assistant Contract Manager
Position Number:	203
Classification:	APS 6
Section:	Plasma and Recombinant Products
Reports to:	EL1
Security Clearance:	Negative Vetting 1

Job Context

The National Blood Authority (NBA) is a statutory agency within the Australian Government Health portfolio. The agency is responsible for managing and coordinating arrangements for the supply of blood and blood products and services on behalf of the Australian and state and territory governments.

The Plasma and Recombinant Product Section is a small team of five people responsible for delivering safe, secure and affordable supply of plasma and recombinant products to Australia. This is achieved through:

- > supply and risk planning of these products
- > managing high value complex contracts for the supply of appropriate products
- > monitoring changes and advancements in the industry sector.

Plasma and recombinant products are manufactured from blood plasma through a process called fractionation. Most plasma derived products supplied in Australia are manufactured by plasma collected by the Australian Red Cross Blood Service and fractionated by CSL Behring. For more information regarding plasma and recombinant products, please refer to the NBA's website:
<http://www.blood.gov.au/plasma-and-recombinant-products>

Primary Job Purpose

This position is responsible for assisting with the day to day management of a range of commercial contracts for plasma-derived and/or recombinant blood products and providing high level advice to the NBA to manage the procurement of these products.

The role of this position is to support the Director, Plasma & Recombinants, in managing complex commercial contract arrangements for blood products including:

- > contributing to the analysis of supply trends for relevant blood products under management
- > monitoring and reporting of supplier performance against contractual obligations
- > effective stakeholder management including day to day liaison with suppliers and periodic contract management meetings
- > undertaking audits in accordance with contractual requirements
- > assistance with procurement processes for blood products including the following in accordance with Commonwealth Procurement Rules:
 - planning

- development of tender documentation
- assessment of tenders
- development and implementation of contractual arrangements with successful tenderers
- > Contributing to team projects and business activities
- > maintaining records and documentation in accordance with the NBA's records management policy
- > contributing to risk management strategies.

Selection Criteria

In accordance with the Primary Job Purpose and drawing on your relevant experience and skills, the job requires you to have:

1. Demonstrated experience in managing complex high value government contracts/project management and undertaking government procurements.
2. The ability to establish and maintain effective working relationships with a range of external stakeholders.
3. Well-developed written communication skills.
4. High level conceptual and analytical skills.
5. Sound judgement, the ability to work well under pressure.
6. A proven ability to work in a collaborative manner and with initiative as a member of a small multidisciplinary team.

Qualifications/Experience:

It is the expectation that the person in this role will have skills in contract management/project management, in particular attention to detail regarding contract compliance.

Additionally, it is an expectation that the person in this role will be able to demonstrate a high level of working knowledge of the suite of Microsoft Office software, particularly Word and Excel.

Additional notes:

It is an expectation that all NBA employees will perform their jobs professionally, respectfully and pleasantly and in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

Security Clearance

As this is a Designated Security Assessed Position (DSAP) at Negative Vetting – Level 1, the successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.