

Position Description

Position:	Contracts Manager
Department / Unit:	Business Operations
Position Status:	Full time, 2.5 Year Fixed Term Contract
Operational Report:	General Manager Business Operations

Primary Objective: The incumbent will be responsible for management of all aspects of contracts and business operations associated with the College Commercial activities.

KEY DELIVERABLES & ACCOUNTABILITIES

- Ensure that all Commercial activities meet all legal, contractual, fiscal and commercial College requirements.
- Prepare and complete contract templates;
- Coordinate contract development and administration;
- Develop and maintain systems and processes related to contract administration;
- Work collaboratively with key managers responsible for project deliverables and procurement to ensure effective and efficient contract communication and management;
- In conjunction with relevant managers, ensure all agreements and contracts are completed on time, within budget, and to the best possible standard;
- Assist the General Manager Business Operations to negotiate best possible commercial outcomes on behalf of the College for all external projects;
- Ensure appropriate levels of communication with all contract partners and third parties, including but not limited trainees and international medical graduates;
- Assist and work closely with the STP Projects Manager to deliver the STP contract outcomes
- Produce timely status reports for all projects including cost activity against budget forecasts and contracted deliverables;
- Be the central co-ordination point for financial and operational aspects of all project activity across the College including Branches, Faculties and Sections; and
- Undertake regular contract audits to minimise deficiencies in project delivery.

RELATIONSHIPS

The nature of the position will require that harmonious and productive working relationships are developed and maintained throughout the College network.

Liaison and support are to be maintained with the relevant College Senior Officers at all times.

This position reports to: General Manager, Business Operations.

This position receives a direct line of report from an Administration Officer.

Internal Relationships:

Establish and maintain relationships with:

- Chief Executive Officer
- General Managers and Managers within the College
- Finance Team staff
- Project Officers
- Program Coordinator

External Relationships:

Establish and maintain relationships with:

- Governments
- Allied Health Groups
- Private and Public Hospitals
- Psychiatry registrars and International medical graduates Trainees
- Other external stakeholders ie Legal Council, Auditors, Consultants and Suppliers as required

Specialist Training Program

- Establish and maintain excellent working relationships with health services that are contracted to provide STP posts (STP participants).
- Provide the primary point of communication and negotiation between the College and STP participants.
- Manage all STP contracts and reporting.
- Establish and maintain processes, to ensure that STP participants meet all legal, contractual, fiscal, commercial and reporting requirements as stipulated by the College.
- Provide advice to STP participants on issues such as Medicare funding, legal indemnity insurance and other administrative arrangements to ensure that RANZCP trainees are optimally enabled to access STP posts.
- Facilitate appropriate levels of communication with all STP contract partners and third parties including but not limited trainees and international medical graduates.
- Work with College committees to facilitate governance of STP posts, including management of health service performance against STP contracts and management of reserve list STP posts to ensure that RANZCP trainees are optimally enabled to access STP posts.
- Assist in the preparation of College reports on STP related matters.
- In conjunction with the General Manager and other staff, maintain regular liaison with senior Officers of the College in implementing General Council decisions, and in fulfilling the above duties.
- Assist with the administration process of the application round.

EMPLOYEE EXPECTATIONS***Corporate Citizenship***

All employees are expected to contribute to the development and maintenance of the College as an organisation. This means:

- Using resources responsibly and supporting the College's conservation measures;
- Maintaining standards of ethical behaviour and practice;
- Meeting the College's performance standards; and
- Participating in corporate development initiatives

The Employer and Employee Relationship

The College has shared responsibility for maintaining good employer/employee relationships. This includes:

- Acting to ensure a safe and healthy working environment at all times;
- Focusing our best efforts on achieving the College's objectives;
- Raising and addressing issues of concern promptly;
- Reaching a performance agreement between a staff member and their manager containing a specific expectation annually or other time frame as appropriate;
- Having the ability to build effective relationships, work collaboratively and consultatively within a small team environment, with other College staff, Senior Officers of the College, Fellows, Chairs of relevant committees and working parties as well as, external agencies; and
- Demonstrated capacity to work independently with minimal supervision and collaboratively within a team.

Client and Stakeholder Commitment

All employees are responsible for striving to continuously improve service quality. This means:

- Taking the initiative to meet the needs of the client stakeholder;
- Involving the client/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe;
- Keeping the client/stakeholder informed of progress;
- Following through on actions and queries; and
- Following up with the client/stakeholder on their satisfaction with the services.

Professional development

As the business of the RANZCP office of President and CEO develops, the responsibilities and functions of positions will change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development;
- Maintaining currency of professional expertise in order to maintain credibility;
- Applying skills to a number of long and short-term projects across different parts of the organisation; and
- Undertaking such other duties as the CEO may reasonably require.

Commitment to Workplace Health and Safety

All employees must:

- Be fully aware of and comply with current responsibilities and requirements of the relevant state OHS Acts, Regulations and Organisational Policy/procedures applicable to their activities;
- Report all hazards, incidents and injuries in accordance with legislation and College reporting procedures;
- Ensure liaison with employee health and safety representatives and managers / directors in regard to OHS Issues; and
- Participate in programs and assessments to improve health and safety in the workplace.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications in a contracts/commerce/law field are desirable.
- Proven financial and legal acumen.
- Ability and willingness to do both high and low level daily administration tasks as required.
- In excess of 3 years of proven contract management/administration or paralegal experience.
- Excellent verbal and written communication skills.
- Superior attention to detail.
- Experience in dealing with Government departments although not essential will be considered beneficial.
- Demonstrated financial reporting experience.
- Ability and willingness to do both high and low level administration.
- Demonstrated negotiation skills.
- Proficient computer skills; advanced experience with Microsoft packages, and relevant financial and reporting applications.
- Team-orientated attitude to achieving results.
- Self-motivated and action-oriented, thinks conceptually and operationally.