

# Position Description

## Contracts Manager Learning and Development

<b>Division</b>	<b>Workforce and Information Services</b>
<b>Location</b>	<b>Corporate HR</b>
<b>Classification/Grade/Band</b>	<b>Band 6</b>
<b>Position Code</b>	<b>DB6050</b>
<b>Date position description approved</b>	<b>06/09/2018</b>

### Council overview

At the City we understand our people are our most important asset. Working here you join a passionate and dedicated team delivering great things for our community and city. Our employees are central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city – and continuing to provide valued community services.

From our high-quality facilities to local services and initiatives, the City of Sydney is dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

The role is responsible for the effective and efficient management and administration of procurement, contracts and services for the Learning and Development function, ensuring high levels of compliance, contractor performance, value for money and rigorous governance.

### Key accountabilities

- Assess and determine appropriate sourcing strategies for the City's learning and development requirements,
- Manage the end to end procurement of process, ensuring effective and complete coverage of services to meet the City's learning and development needs,
- Provide efficient and effective contract management in accordance with Council's contract management policies and procedures to ensure quality delivery of programs and courses,

- Set up and maintain the administrative arrangements for effective and efficient contract management, including business planning, stakeholder communication, governance, performance monitoring arrangements, payments and records management via a Contract Management Plan,
- Conduct contractual monitoring, identifying and initiating remedies for data quality issues to support the provision of assurance of service delivery in line with strategy and contract and report on compliance and delivery performance,
- Maintain accurate and up to date issues log, risks, change controls, actions and meeting minutes, ensure that actions are followed up in a timely manner,
- Ensure payments are accurate and reflect agreed performance/payment mechanisms,
- Lead on annual business planning and setting of key performance indicators, contractual compliance and performance reviews,
- Develop and report on performance indicators for those activity areas for which the position has responsibility,
- Monitor performance to ensure value for money is being delivered through the contracts, supporting effective management of the Council's resources,
- Coordinate and administer risk management processes in line with City policy, ensuring risks are monitored, mitigations are identified and applied in a timely fashion.

## Key challenges

- Develop efficient and effective procurement contracts that reflect the City's learning and development strategies,
- Assess provider quality, capacity and capability,
- Manage multiple contracts for the delivery of numerous courses and learning programs.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide direction and strategic and operational direction</li> <li>• Receive advice and report on progress towards business objectives</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Stakeholders Clients, procurement team	<ul style="list-style-type: none"> <li>• Consult in relation to the specific learning outcomes required in line with operational and compliance needs</li> <li>• Provide expert advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>

Who	Why
<b>External</b>	
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Communicate needs, facilitate routine business transactions and resolve issues</li> <li>• Negotiate and approve contracts and service agreements</li> <li>• Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key dimensions

### Decision making

The position is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

Decision making responsibilities of the position and more formal delegations under an Act and/or Council policy

The position is accountable for decisions regarding all contract project operational requirements and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

### Reports to

Manager Learning and Development

### Estimated number of indirect reports

Nil

## Knowledge & Skills

Demonstrated experience in procurement and contract management in the learning and development area of government

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Manage Self	Intermediate
	<b>Display Resilience and Adaptability</b>	<b>Intermediate</b>
Relationships	<b>Work Collaboratively</b>	<b>Adept</b>
	Communicate and Engage Respectfully	Intermediate
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
Results	<b>Deliver Quality Results</b>	<b>Advanced</b>
	Create and Innovate	Intermediate
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
Resources	Financial Integrity	Adept
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	<b>Procurement and Contracts</b>	<b>Advanced</b>