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| Job title: Manager Contracts & Benefits Realisation | |
| Classification: Senior Officer | Effective Date: To be confirmed |
| Reports to: Director Corporate Services | Tenure: Temporary – until 30 December 2026 |

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To strategically manage, plan and coordinate the creation of value through contracts with third party vendors that enable the achievement of Transformation principles and objectives.

Key Responsibilities

Position Specific Responsibilities

Lead, manage and coordinate the effective delivery of:

- Develop, champion and implement a new approach to procurement and contract management of high value and strategic contracts. This must:
 - Balance community driven service, innovation/value and financial outcomes.
 - Comply with relevant organisational process, policy and system requirements. This should inform improvement to existing practice.
 - Include a mechanism to identify a suite of contract opportunities that will have a material financial, strategic, service quality, compliance or political risk.
- Lead the integration of commercial and strategic acumen into the existing procurement processes.
- Establish a framework for prioritising organisational resource allocation to achieve a on return on investment, effective budgeting and relationship to financial sustainability in Long Term Financial Plan.
- Provide and coordinate proactive advice to the Chief Executive Officer, the Executive, Senior Leadership Team and the organisation on portfolio related issues.
- Ensure the timely development, implementation and ongoing review of a strategic contract opportunities pipeline which have a material financial, strategic, service quality, compliance or political impact.
- Work closely with key contract sponsors and stakeholders to define procurement approach (will include options to insource or alternatives, pre-market options, market approach, involved in evaluation, contract structing, negotiation, etc).
- Complete robust analysis to inform decision makers including financial modelling, market analysis, macroeconomic environment.
- Provide ongoing advice and support where appropriate to build the competence and confidence of management to improve contract outcomes (financial, service and strategic).
- Preparation and monitoring of the Department work plan and budget.
- Establishes negotiation strategies and facilitates complex contractual negotiations

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify, collaborate and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: The position is responsible for the departmental budget.

Staff responsibility: The position is responsible for the management and leadership of the Contracts & Benefits Realisation Department.

Judgement and Decision Making

- Decisions made by the position have significant effect on Financial Sustainability, the Transformation Division and the organisation as a whole.
- Work will inform Council and Executive decision making on organisational expenditure.

Specialist Knowledge and Skills

Qualifications and Experience

- Demonstrated core competency of strategic and lateral thinking.
- Experience working in the private sector in a role which required contract negotiation, contract design or tender response development.
- Relevant tertiary qualification and extensive experience in strategic management, contract management, economics, business management, procurement and/or law.

- Extensive experience designing procurement approaches, options analysis and enabling large financial decisions.
- Experience with large-scale, high-value contract negotiations.
- Experience completing market analysis.
- Excellent stakeholder management and relationship development skills.
- Excellent verbal, presentation and written communication skills which can be demonstrated to effectively communicate with all levels of management and external contacts.
- Acute business acumen and understanding of organisational issues and challenges.
- Demonstrated ability to influence senior stakeholders to achieve outcomes in a complex political environment.
- Sound knowledge of budgeting and relevant accounting and financial procedure.
- Working with Children Check.

Interpersonal Skills

- Ability to promote the Council vision, direction and goals to employees.
- Well-developed negotiation, problem solving and influencing skills in the pursuit of corporate and Divisional goals and objectives.
- Ability to lead, motivate and develop employees.
- Values driven demonstrating high levels of emotional intelligence and integrity.

Key Relationships:

- The incumbent liaises with the Chief Executive Officer, and Executive Leadership Team to provide advice on matters relating to procurement and contract negotiation of strategic and high value contracts.
- Work closely with the Procurement Team (Finance Department).
- The position liaises with management and staff at all levels up to and including the Councillors and Executive Leadership Team.
- The position is required to negotiate and maintain a professional relationship with relevant vendors, Local Government peak organisations, relevant legislative bodies, other Local Governments, relevant private sector agencies and appropriate local organisations.

Management Skills

- Evidence of strong leadership and motivational abilities in a diverse, fast changing, complex environment.
- Ability to advise on and lead significant workplace reform and to lead organisational change.

- The ability to provide leadership and guidance to staff under supervision and to develop and monitor performance objectives for staff.
- Values driven demonstrating high levels of emotional intelligence and integrity.

Key Selection Criteria

1. Relevant tertiary qualification and extensive experience in contract management, economics, business management, procurement and/or law.
2. Experience working in the private sector in a role which required strategic management, contract negotiation, contract design or tender response development.
3. Extensive experience designing procurement approaches, options analysis and enabling large financial decisions.
4. Experience with large-scale, high-value contract negotiations.
5. Demonstrated ability to influence senior stakeholders to achieve outcomes in a complex political environment.

Physical Requirements

| Physical Functional Demand | Specific Physical Job Tasks | Frequency/Duration of performance of task per day | Comments |
|---|-----------------------------|---|----------|
| Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels. | NIL | | |
| Hand/Arm Movement Tasks involve use of hand/arms | NIL | | |
| Bending/Twisting Tasks involve forward or backward bending or twisting at the waist. | NIL | | |
| Standing Tasks involve standing in an upright position | NIL | | |
| Reaching Tasks involve reaching above head, and above and equal to shoulder height | NIL | | |
| Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects | NIL | | |
| Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another | NIL | | |
| Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body | NIL | | |
| Keyboard Duties Tasks involve sitting at workstation and using computer. | No | Daily keyboard duties | |
| Satisfactory Vision Standard of vision required equal to that required for driver's licence | NIL | | |