

**WEST ARNHEM**

REGIONAL COUNCIL

# POSITION DESCRIPTION

| Position Title |  | Contracts Coordinator |                                  |
|----------------|--|-----------------------|----------------------------------|
| Location       | Darwin   | Department            | Technical Services               |
| Position Level | Level 8  | Work Group            | Business and Commercial Services |
| Position Type  | Permanent / Full time                                  | Approval Date         | 22 April 2026                    |
| Coverage       | West Arnhem Regional Council Enterprise Agreement 2024 | Approved By           | CEO                              |

**Position Objective**

This position is responsible for the effective delivery of all Commercial Contracts for the West Arnhem Regional Council (WARC). This position provides high quality daily compliance, administration support and internal audit, to ensure that each contract is delivered according to the contractual obligations and ensures payment requests are processed promptly.

**Key Duties and Responsibilities**

1. Ensure WARC employees delivering Contract obligations have the correct initial and ongoing training and certifications.
2. Daily administration of all commercial Contracts to ensure that they are delivered according to the requirements of each Contract.
3. Manage leave rosters and ensure adequate coverage for all services personnel working within WARC contracts essential services contracts.
4. Communicate Contract information and updates to the relevant staff and support them to implement these as needed. This will include visits to remote communities to provide training and audit Council delivery performance against the appropriate Contract.
5. Provide professional, high-quality, support and communication to all Contract partners and their staff.
6. Review and lodge reports as required by Contract Owners e.g. Power & Water, Centrelink, Australia Post, DIPL, accurately and within designated timeframes.
7. Communicate and collaborate with the WARC Finance team to ensure all invoices and associated documents are raised in a timely manner for all Contracts.
8. Identify opportunities, gather information and develop draft quotes and content for tenders and commercial business proposals.
9. Work closely with the Manager Business and Commercial Services to write and submit tenders and commercial business opportunities.
10. Organise, administer and attend meetings as required with internal and external stakeholders. Prepare reports for internal and external stakeholders as required.
11. Be aware of, and act upon, opportunities for continuous improvement.
12. Ensure the ongoing development and update of the continuity plan
13. With regard to work health and safety in the workplace:
  - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
  - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Manager Business and Commercial Services which are within the employee's skills, competence and training.



**Essential Criteria**

1. Tertiary qualification aligned to Contract Management, or more than five (5) years relevant work experience in contract administration.
2. High level interpersonal and communication skills with the ability to persuade, negotiate and influence a broad range of stakeholders.
3. Excellent organisation with a proven ability to undertake multiple tasks simultaneously and effectively manage workloads to meet critical timeframes.
4. Ability to make clear and timely decisions in stressful circumstances.
5. Ability to work under pressure and problem solve in a fast-paced regulated position.
6. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
7. Qualifications / licences:
  - a. Current C Class Drivers licence, at a minimum
  - b. Willingness to undertake training for Aerodrome Reporting Officer.

**Desirable Criteria**

1. Local government experience
2. Current First Aid certificate
3. Work Health and Safety qualifications or experience

**Organisational Relationships & Further Information**

|                                  |  |                          |  |
|----------------------------------|--|--------------------------|--|
| <b>Reports to</b>                | Manager Business and Commercial Services   | <b>Supervises</b>        | Dual Reporting shared with CSM: Relief Utilities Support Operator, USC Operators, and USC Officers |
| <b>Internal liaising</b>         | Other managers<br>All staff  | <b>External liaising</b> | Consultants and Businesses   |
| <b>Span of hours</b>             | Days on which ordinary hours can be worked – Monday to Friday<br>Span of ordinary hours – 6 am to 6 pm             |                          |  |
| <b>Employment Check / Permit</b> | Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. |                          |  |
| <b>Travel</b>                    | Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.                 |                          |  |

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.