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Driven by people.



Job profile

Commercial Contract Specialist

Division and Group	Asset & Field Services, Asset Delivery & Care, Asset Services
Reports to (Job Title)	Divisional Manager, Asset & Field Services
Number of direct reports	0
Budget accountability	\$0

Position overview

The Commercial Contract Specialist, is a member of the Asset & Field Services management team, responsible for providing specialist Commercial and Contract support to teams of up to 12 people.

The position involves planning and delivering complex procurements, including supporting the development of sourcing strategies, contract mobilisation, demobilisation as well as the development and implementation of strategies at the procurement phase, which ensure value and efficiency over the life of each contract.

This role is pivotal in optimising and uplifting commercial performance throughout the contract lifecycle, through the development of fit for purpose commercial and delivery models and relevant, measurable KPI's to support YVW in meeting our corporate, customer, social and sustainability goals. This role will support Contract and Project Managers to administer all commercial elements of our contracts to deliver consistent value for money by managing commercial objectives and ensuring legislative compliance.

We're on a mission to create a brighter future. Here you can be a change maker at the actual source.
It's a chance to do real meaningful work.

Key responsibilities

The duties as described below provide an overview, duties may be adjusted as required for the role.

General

- ➔ Member of the Asset & Field Services (AFS) Leadership Team contributing to strategic direction and decision making.
- ➔ Lead the uplift of procurement and commercial acumen across Contract and Project Managers within the Asset & Field Services Division.
- ➔ Oversee and drive improvements in the service and commercial performance of strategic contracts.
- ➔ Lead oversight of essential service and contractual commitments, including expenditures, forecasting, and business case development.
- ➔ Ensure AFS (designated team) operates in compliance with all procurement policies and procedures

Customer & Commercial Performance

- ➔ Provide specialist commercial and contract guidance to Contract and Project Managers and delivery partners
- ➔ Lead the enhancement of contract governance structures, including risk identification, documentation, and compliance assurance.
- ➔ Assess and improve existing commercial processes and workflows to drive greater efficiency and effectiveness. Develop and implement new performance metrics and Key Performance Indicators (KPIs) to measure and strengthen commercial delivery.
- ➔ Oversee regular reviews and assessments of nominated contracts, identifying opportunities for cost savings, performance improvement, and building stronger partnerships.
- ➔ Lead annual commercial assessments including, financial incentives, performance reviews and third-party contract audits
- ➔ Oversee monthly reporting to the team manager on commercial performance associated with respective contracts
- ➔ Provide strategic leadership of commercial models such as Risk Allocated Maximum Pricing (RAMP), Target Activity Cost and Schedule of Rate (SOR) , including implementation and refinement.
- ➔ Mentor Contract and Project Managers in the application and management of commercial models such as RAMP, TAC, and SOR.
- ➔ Provide commercial oversight for contract issues, variations, price escalations, etc to ensure a consistent approach aligned contractual requirements

- ➔ Offer specialised support for initiatives focused on productivity and service improvement. In context to the commercial objectives of the contract
- ➔ Work with delivery partners to ensure ICN reporting is completed to the required standard and submitted on time.
- ➔ Monitor contract compliance and promptly support Contract and Project managers to address any discrepancies or issues.

Procurement

- ➔ Lead sourcing strategies for new and expiring contracts within AFS (designated team)
- ➔ Work closely with the Delivery Partner Performance shared services division to ensure localised procurement activities are aligned to group and corporate strategies and objectives
- ➔ Oversee delivery of all procurement activities within AFS (designated team), ensuring programs are tendered and awarded in accordance with YVW procurement guidelines
- ➔ Support Contract and Project Managers in the development of business cases to exercise contract extensions, focused on industry benchmarking of cost, delivery performance analysis and performance against social and sustainable commitments
- ➔ Lead Contract and Project Managers in the development and implementation of contract management and improvement plans
- ➔ Lead development of demobilisation plans for contracts reaching their end date and oversee offboarding activities by Contract and Project Managers

Stakeholder Relationships

- ➔ Build strong relationships with key internal stakeholders, suppliers, and partners, fostering collaboration and teamwork.
- ➔ Develop strong relationships with delivery partner management teams to enable a collaborative approach to commercial performance improvement.
- ➔ Drive change with internal and external partners, to achieve improved customer, community, and business outcomes.
- ➔ Champion Social Procurement initiatives focused on procurement from Aboriginal businesses and social enterprises, aligned with the organisation's 2030 strategy.
- ➔ Effectively communicate with various teams to ensure alignment on commercial strategies and objectives.

Functional

- ➔ Ensure appropriate processes are in place to deliver value for money and meet commercial objectives
- ➔ Drive continued enhancements in commercial performance across the AFS Division.
- ➔ Lead regular performance reporting focused on financial, environmental, customer satisfaction and service delivery metrics.
- ➔ Support and mentor Contract and Project Managers in the development of annual business cases for programs within the team, outlining budget requirements and delivery commitments

Skills, Experience and Technical Knowledge

Enterprise Skills (The skills that are required to perform at a competent level in this role)	Proficiency - *see table below
Procurement strategy development and delivery	Advanced
Coaching, developing and managing the commercial performance of professionals	Advanced
Capacity to influence at a Senior Management and Executive Level	Intermediate
Interpersonal and negotiation skills in dealing with key stakeholders including senior management, customers, consultants, contractors, regulators and committees	Advanced
Leading and promoting a safe work culture with a strong understanding of OH&S obligations and regulations	Intermediate
Quality Assurance, OH&S and Environmental principles and applied practices	Intermediate
Asset management and operation of water networks	Developing
Contract and Project management experience	Advanced
Delivery of procurement activities	Advanced

Technical Knowledge (The technical knowledge required to perform at a competent level in this role)		Proficiency
Essential Experience	- Advanced understanding of and experience in procurement practices, principles and governance - Advanced understanding of and experience in managing contracts of varying categories, commercial models, value and complexity - Strong stakeholder management skills with the ability to influence and negotiate outcomes - Commercial Acumen and business maturity - Microsoft Excel (with the ability to create and maintain formulas)	Advanced
Desirable Experience	- Experience supporting teams of up to 12 people - Water industry experience - Management of high volume maintenance and/or services contracts	

Relationships and Stakeholders

This is an overview of the key internal and external communication/negotiation/contact for the role that are critical to the achievement of the role's purpose.

Internal	- Finance & Corporate Services - DPP- Asset Project Management Office and P&P team - Operations and Response Business Unit - Water Operations - Service Interactions - Case Management - Sewer Operations - Treatment Plant Operations - Asset Lifecycle Planning Business Unit - Sewer Planning - Water Planning - Treatment Plant Planning - Place Based Planning (Aboriginal Partnerships Manager) - Asset Delivery & Care - Reactive Maintenance - Network Sites - Asset Delivery - Strat & Comms - Community Inclusion - Customer Insights
External	- Delivery Partners (existing and potentials) - Industry Capability Network (ICN) - Social Enterprise Organisations - Other Metro Water Retailers and VicWater 3rd Party Auditors - Specialist commercial, financial and probity consultants

Education and Professional Background

- A relevant tertiary qualification in Engineering, Science, Commerce, Finance or other technical field, or equivalent experience may also be considered.
- A background in strategic procurement or contract management

Personal Attributes

- Ability to quickly build an effective working rapport with staff at all levels and influence decision making to ensure effective business and customer outcomes can be achieved.
- Comfortable working with ambiguity and confidently guiding other staff through ambiguity to reach high quality decisions and fair outcomes.
- Comfortable working in a challenging environment, where expectations are increasing regarding the ability to deliver improved customer experience, high quality assets and infrastructure whilst maintaining value for money

Key physical or environmental requirements of the role

- Hybrid working; meeting stakeholders, leaders and teams at the Mitcham office and at other sites to build a strong understanding of the YVW business and to develop trusting relationships.
- This role may require out of business hours responses due to the nature of the role and the operational requirements.

Other Requirements

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| • Police Check | No |
| • Working with Children Check | No |
| • Pre-employment Health Check | No |
| • Victorian Driver's Licence | Yes |

*Proficiency Requirements

Beginner – The skills, knowledge and experience will be learnt on the job, constant guidance will be needed to ensure the skills are developing.

Developing – Able to demonstrate some of the skills, knowledge and experience required with guidance.

Intermediate – Able to demonstrate the necessary skills, knowledge and experience with some guidance.

Experienced – Able to demonstrate the required skills, knowledge and experience. Guidance is minimal.

Senior – Able to demonstrate the required skills, knowledge and experience, with demonstrated leadership experience and technical proficiency.

Advanced – Able to guide, support and mentor others in developing the necessary skills, knowledge, experience and technical proficiency.

Expert – Able to use the skills, knowledge and experience to set strategy and business practice.

Yarra Valley Water

You'll be inspired and challenged to grow alongside us.

➔ Make your own impact

No matter what role you're in, you'll help us shape resilient and thriving communities. Explore better, smarter ways to connect customers with their water and play your role in creating a more sustainable world.

➔ Grow your career

We celebrate and encourage new thinking at every level. Creating opportunities for you to grow – both professionally, and personally. When you flourish, we all do.

➔ Join an inclusive collective

With us, diversity is the everyday. As part of an inclusive and supportive team, you'll feel better for being here and empowered every step of the way.

➔ Work with freedom

We encourage a flexible work and life balance. Our truly hybrid approach empowers our team to do their best work.

Date of review:

