JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Partnering and Procurement Support Officer

Team: Partnering and Procurement

Division: Delivery Performance and Partnerships

Group: Asset Services

Reports to (Name / Title): Partnering and Procurement Manager

Number of Direct Reports: 0

Budget Mgt Accountability (Opex & Capex Amounts): 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

The role provides support to the Procurement and Partnerships Team to enable effective procurement, contract management, and strategic performance initiatives across the organisation. This role ensures the efficient handling of contract documentation, maintains accurate records, supports reporting processes, supports improvements initiatives, and facilitates compliance with corporate frameworks and governance requirements.

Responsibilities (20 dot points or less):

Contract Support

- Assist in ensuring compliance with internal policies, procedures, and relevant legislation in the handling of contracts.
- Track contract milestones, deliverables, and expiry/renewal dates across the Asset Services group; coordinate with stakeholders for timely action.
- Support where required contract variation, extension, and close-out processes across the Asset Services group.
- Establish and maintain methodologies and tools to enable statistical Contract Partner Performance monitoring, trending and reporting (Governance & how to materials).
- Provide Nimblex super user expertise and support to Asset Services with troubleshooting and guidance.
- Provide support for data governance assurance requirements on contracts across the Asset Services group (general CM/PM administrations expectations).
- Co-ordination of the implementation of Asset Services and corporate requirements into the Asset Services procurement process (eg. HSMP audit or the EMP/ERA assessment requirements).

Procurement & Supplier Support

- Co-ordinate and maintain an Asset Services centralised knowledge management system/process for the procurement lifecycle ensuring information is accessible and up to date (Contract manager's resource Hub).

JOB PROFILE FORM

- Assist in the administration of procurement activities.
- Maintain records of supplier performance assessments and ensure documentation is up to date.
- Liaise with suppliers for administrative matters such as document submission, insurance compliance, and invoicing queries.
- Develop and maintain a contract planning outlook for forward mapping of contracts (Upcoming contracts)
- Support team leaders and change management leads to embed identified improvements
- Develop and maintain a Risk framework approach for contracts across entire Asset Services group to identify key factors such as supply chain & key personnel risks.
- Support system enhancements in Nimblex and other contract management tools.
- Maintain the scoring system and requirements matrix to help categorise the variability within Asset Services contracts across the group.

Reporting Support

- Provide administrative support for monthly and quarterly reporting cycles, ensuring deadlines are met.
- Support continuous improvement by assisting in the documentation of processes and identifying opportunities for streamlining.

Stakeholder Support

- Assist with audit and compliance reviews by providing timely and accurate documentation.
- Maintain internal process guides and templates to support contract and procurement activities.
- Provide administrative support for meetings, including agenda preparation, minute-taking, and action tracking.
- Act as a key point of contact for internal stakeholders regarding administrative queries related to contracts and performance reporting – vet, filter and allocate requests.

Communications

- Manage official contract partner communications and records (email admin).

JOB PROFILE FORM

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	**Level of Skill/ Experience** i.e. Basic / intermediate/ Advanced	**Years of Experience** (optional)
Strong communication and interpersonal skills	Intermediate	
Experience in planning work and seeing through to completion tasks and initiatives	Basic	
Demonstrated experience in an administrative, contract support, or procurement support role	Intermediate	
Understanding of contract lifecycle processes and procurement principles.	Basic	
Strong organisational skills		
High level of attention to detail		
Ability to work collaboratively and manage multiple priorities in a fast-paced environment		

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

	Mandatory/ Highly Desirable/ Suggested?	**Method of Training** (e.g. certificate, ticket, observation, on-the-job etc....)	**Renewal Required** (Y/N/Unsure)	**Renewal Frequency** (e.g. Never, 1 year, 5 years etc....)
Qualifications / Certificates				
Contract Management or Project Management or equivalent courses	Suggested	Certificate	N	Never

JOB PROFILE FORM

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes *i.e., such as resilience, emotional intelligence*	Proactive, solution focused mindset, reliable, resilient, high integrity

3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements *i.e. required to lift heavy boxes* *Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)*	N/A

4. WHAT CAPABILITIES ARE REQUIRED TO UNDERTAKE THIS JOB?

Core / Behavioural	**1**	**2**	**3**	**4**	**Comments**
Achieve*	☐	☒	☐	☐	
Relate*	☒	☐	☐	☐	
Inquire*	☒	☐	☐	☐	
Adapt*	☐	☒	☐	☐	
People Management *(Relevant to jobs with direct reports)*	**1**	**2**	**3**	**4**	**Comments**
Set Direction & Plan	☐	☐	☐	☐	
Manage Change	☐	☐	☐	☐	
Design Structure and Roles	☐	☐	☐	☐	
Recruit and Onboard	☐	☐	☐	☐	
Manage Work	☐	☐	☐	☐	
Optimise Performance	☐	☐	☐	☐	

JOB PROFILE FORM

Common Professional	1	2	3	4	Comments
Safety*	☐	☒	☐	☐	
Procurement & Contract Management	☐	☒	☐	☐	
Risk Management	☐	☒	☐	☐	
Continuous Improvement & Innovation	☐	☒	☐	☐	
Work / Project Management	☐	☒	☐	☐	
Stakeholder Management	☐	☒	☐	☐	
Written & Verbal Communication	☐	☒	☐	☐	
Leadership	☐	☐	☐	☐	
Develop & Coach	☐	☐	☐	☐	
Problem Solving	☒	☐	☐	☐	
Customer Service	☐	☒	☐	☐	
Financial Management	☐	☐	☐	☐	
Technical / Functional					
Engineering Technology	**1**	**2**	**3**	**4**	**Comments**
Engineering Fundamentals	☐	☐	☐	☐	
Asset Planning	☐	☐	☐	☐	
Asset Design	☐	☐	☐	☐	
Water Quality	☐	☐	☐	☐	
Sewage Quality	☐	☐	☐	☐	
Water Network Operations	☐	☐	☐	☐	
Sewerage Network Operations	☐	☐	☐	☐	
Water Treatment	☐	☐	☐	☐	
Sewage Treatment	☐	☐	☐	☐	
Construction	☐	☐	☐	☐	

JOB PROFILE FORM

Information Technology	**1**	**2**	**3**	**4**	**Comments**
Fundamentals	☐	☐	☐	☐	
Testing	☐	☐	☐	☐	
Scripting	☐	☐	☐	☐	
Design	☐	☐	☐	☐	
Human Resources	**1**	**2**	**3**	**4**	**Comments**
Strategy	☐	☐	☐	☐	
Structure	☐	☐	☐	☐	
Governance & Compliance	☐	☐	☐	☐	
Recruitment	☐	☐	☐	☐	
Performance	☐	☐	☐	☐	
Marketing & Communications	**1**	**2**	**3**	**4**	**Comments**
Marketing & Communications Fundamentals	☐	☐	☐	☐	
Brand	☐	☐	☐	☐	
Digital	☐	☐	☐	☐	
PR/Media	☐	☐	☐	☐	
Compliance	**1**	**2**	**3**	**4**	**Comments**
Reporting	☐	☐	☐	☐	
Environmental Management	☐	☐	☐	☐	
Auditing	☐	☐	☐	☐	
Finance	**1**	**2**	**3**	**4**	**Comments**
Financial Accounting & Statutory Reporting	☐	☐	☐	☐	
Taxation	☐	☐	☐	☐	
Financial Strategy	☐	☐	☐	☐	
Management Accounting	☐	☐	☐	☐	

JOB PROFILE FORM

Service Experience	1	2	3	4	Comments
Customer Engagement	☐	☐	☐	☐	
Discover Needs	☐	☐	☐	☐	
Determine & Present Solutions	☐	☐	☐	☐	
Influence & Negotiation	☐	☐	☐	☐	
Self-awareness & Regulation	☐	☐	☐	☐	
Service Excellence	☐	☐	☐	☐	
Other	**1**	**2**	**3**	**4**	**Comments**
Facilities Management	☐	☐	☐	☐	
Procurement & Contract Governance	☐	☒	☐	☐	

5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

Role before (Name, Team, Division)	
Role after (Name, Team, Division)	Contract Manager or Project Manager roles in Asset Delivery and Care business unit

6. CHECKPOINT

Is this a *Critical Worker* role requiring an AusCheck	☒ No ☐ Yes
Does this role require	☐ Police check ☐ Working with children
Comments	