



Department of
Water and Environmental
Regulation

Position Description

Position Title: Senior Contracts Officer

Classification Level: Level 6

Position Number: 101537

Reports to: Governance and Assurance Manager

Portfolio: Strategy and Performance

Supervises: Nil

Our Purpose

As Western Australia’s primary water and environmental regulator, the Department of Water and Environmental Regulation has a responsibility to be an influential and future-focused organisation.

Our Vision

Our vision is for a low-carbon Western Australia with a healthy environment and secure water resources for future generations.

Our Missions

Waste: We act to reduce the harmful impact of waste and create a low waste circular economy.

Climate: We act to reduce emissions, mitigate climate change impacts, and build greater environmental and community resilience.

Water: We act to ensure our water resources meet the needs of the community, ecosystems, and economic development.

Environment: We act to make sure that environmental values are protected, and that development is sustainable.

Our values



We serve to make a difference | We build trust | We care | Open minds | Better together

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



Role Summary

The Senior Contracts Officer develops and manages the program's high value/high risk contracts and provides specialist advice on procurement policy, procurement planning, contract formation and contract management activities, including policy exemptions, contract variations, and renewal and extension strategies.

Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Personal Leadership](#) Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

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Your Responsibilities

- Managing high value contracts including governance, risk, performance and financial management
 - Leading the development and maintenance of Environment Online program contracts, including procurement planning, tender documentation and evaluation, contract formulation and contract management plans.
 - Coordinating policy implementation with respect to contractual activities and ensuring compliance with legislation and DWER procedures.
 - Undertaking complex expenditure analysis to apply the outcomes to procurement decisions and sourcing strategies.
 - Analysis of market conditions and available data to identify trends and opportunities to shape procurement activities accordingly.
 - Shaping qualitative criteria and pricing schedules suitable for procurement, allowing for an efficient and fair evaluation process.
 - Interacting with relevant government agencies such as the Department of Finance and Tender Review Board to ensure understanding and compliance with legislation, policies, processes and procedures.
 - Complying with and advising on procedures for advertising requests and adhering to and advising on all probity requirements, including security and confidentiality, and ensuring fairness and equity.
 - Ensuring all contracts comply with the Government's Common Use Arrangements (CUA) Framework.
 - Applying and advising stakeholders on due diligence processes and working with them to establish negotiation strategies with clear parameters that align with DWER's objectives and within delegated authority.
 - Preparing for and conducting challenging supplier debriefs and resolving issues or disputes that arise.
 - Interpreting and advising on the terms and conditions of contracts.
 - Monitoring, evaluating and reporting on contract milestones, KPI adherence, performance metrics and outcomes.
 - Assessing and advising on contract variations, negotiating and making sound decisions based on risk.
 - Developing and maintaining supplier relationships through appropriate and structured management processes based on trust, commitment and communication whilst maintaining awareness of integrity imperatives and obligations.
 - Advising on the contract review, extension, expiry and transition management and delivering solutions to issues arising during these stages.
 - Supports the Governance and Assurance Manager in project processes (including risk, financial, document management) in consultation with senior stakeholders to ensure project aligns with DWER's organisational goals and policies.
 - Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
 - Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
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- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
 - Additional duties as required within the skill and scope of position capabilities and departmental needs.
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Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

1. Considerable experience and knowledge in contract management, developing and managing medium to high risk, high value contracts, and a comprehensive understanding of financial management.
2. Well-developed conceptual, analytical, research and evaluation skills with a proven ability to provide innovative solutions to problems and issues.
3. Well-developed communication, interpersonal and negotiation skills with the ability to liaise with a range of internal and external stakeholders in various contexts.
4. Demonstrated experience in the coordination of a range of projects, procurements and commercial contract management including the ability to plan, prioritise, make decisions, meet deadlines and manage issues.
5. Demonstrated ability to work collaboratively within a team environment and contribute to the achievement of team goals and objectives.

Desirable

6. A relevant tertiary qualification in contract management or a related field.

Special Requirements

Nil.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 31/07/24

