

Position Description



Position Title	Senior Contracts Specialist
Position No	00031701
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Commercial Contracts Supply Chain and Corporate Services
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Commercial Contract Management Lead

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Manage key contracts and relationships with an allocated portfolio of major vendors, managing and improving the performance of suppliers to achieve commercial outcomes, meet legislative requirements and contribute to continuous improvement in contract management within Queensland Rail.

Position Responsibilities

1. Play a senior role in vendor management within an enterprise wide commercial service, leading the end-to-end contracts and relationships to ensure compliance with relevant legislation and policy requirements to achieve optimal commercial outcomes.
2. Manage contracts and relationships to ensure compliance with relevant legislation and policy requirements, identifying areas for improvement which achieve optimal commercial outcomes.
3. Manage the process of supplier performance reviews to ensure efficiency and effectiveness and ensure goods and services meet quality requirements as specified in relevant contracts.
4. Manage the process of regular reviews of prices, contract terms and conditions, and key performance indicators for major goods and services with suppliers to ensure best value is achieved.
5. Be accountable for the management and enhancement of relationships with Procurement vendors to build effective partnerships that will enable the implementation of innovation and improvement initiatives.
6. Manage the monitoring of metrics to track progress and benefits of commercial contract arrangements with specific vendors.
7. Drive initiatives that are aimed at streamlining the contract management process to improve vendor performance and enhance efficiency.
8. Perform day to day contract process activities ensuring contract data

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and information in the contract management system is accurate and up to date.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High Level of Skill in developing and managing strategic relationships with vendors within a commercially focused group.
2. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
3. Substantial level of skill in dealing with large scale commercial contract matters.
4. Substantial level of skill in delivering high standard contract reviews and documentation.
5. Substantial level of skill in developing strategic relationship management frameworks and methodologies, including process enhancements.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.