

Position Description

Position Title:	Contracts Administrator
Reports To:	Senior Contract Management Specialist
Responsible For:	N/A
Group and Team:	Corporate Services – Procurement and Contracts
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide ongoing contract management administration across Council's contract portfolio by maintaining accurate records, tracking milestones and compliance obligations. Supporting contract management including contract variations and renewals and proactively flagging emerging issues before formal escalation is required..

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Contract Administration

- Maintain and update the contracts register ensuring all records are accurate, complete and current.
- Upload, store and manage executed contracts and supporting documentation.
- Manage contract related administration in TechOne, including supplier setup, requisitions and purchase orders.
- Process contract claims and invoices accurately, ensuring correct coding, descriptions, and timely approvals.
- Prepare and administer contract documentation, including variations, extensions and renewals, ensuring records are complete, approvals are in place and matters requiring commercial advice or decision-making are escalated.
- Monitor contract milestones, expiry dates, renewals, extensions and variations, maintain visibility of upcoming actions, and notify relevant stakeholders so decisions can be made by the appropriate role.
- Track contract deliverables, insurances, securities and compliance documentation, maintaining complete records and escalating gaps or overdue items to the relevant contract owner or specialist.
- Support contract close-out processes and ensure final outcomes are accurately recorded.
- Maintain accurate, auditable records and contract data in line with information management, privacy, and public records requirements, enabling others to complete reporting and analysis.
- Act as a central point of contact for internal contract administration, queries and raise with the appropriate position.
- Proactively flag any emerging issues escalating these as required.
- Support supplier onboarding including documentation and system setup.
- Support supplier performance monitoring to help achieve value-for-money outcomes and maintain effective supplier relationships.

Process Compliance Support

- Assist in audit reviews by providing complete and accurate records.
- Support the maintenance of contract management templates, forms, and guidance materials.
- Monitor contract documentation and records for compliance with the contract management framework and escalate gaps or issues as required.

Stakeholder Engagement

- Act as a point of contact for internal stakeholders on contract administration matters and supplier queries.
- Liaise with suppliers and contractors regarding administrative and documentation requirements.
- Build effective working relationships with internal stakeholders to support contract implementation and administration.

Continuous Improvement

- Identify opportunities to improve contract administration processes, documentation, workflow and system use.
- Support the implementation of the contract management framework and tools.
- Promote consistent, efficient and best practice contract administration across council.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

NZQA Level 4 certificate in business administration, contract administration or a related field, or equivalent relevant experience.

Desirable:

Additional training or a diploma-level qualification in business administration, contract management, records management or a related field.
Current full NZ drivers licence

Knowledge, Skills and Experience

Essential:

At least 3 years' experience in contract administration, records management or a similar administrative role involving workflow coordination, document control and accurate record-keeping.

Well-developed computer knowledge, particularly in the use of Microsoft Office, Word, Excel and PowerPoint, and Outlook

Strong organisational and time-management skills

Excellent communication skills, both written and verbal

High attention to detail and accuracy

Strong interpersonal skills with the ability to communicate effectively and confidently with a wide range of people

Ability to prioritise and meet deadlines

Resilient and able to cope well with pressure

High level of personal integrity and initiative

Self-motivated and results oriented

Willingness to learn new systems, processes, and procedures

Excellent organisational and time management skills

Ability to manage routine, repetitive tasks with consistency and care

Ability to handle sensitive information with discretion

Flexible and adaptable to changing priorities

Desirable:

Experience in local government or the public sector

Experience maintaining document control systems, contract registers, workflow records or compliance documentation.

Familiarity with procurement processes, contract administration controls, probity requirements or systems such as TechOne.

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.