

## Position description

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<b>Position</b>	Contracts Specialist
<b>Group</b>	Telecommunications
<b>Reports to</b>	Contracts Manager
<b>Location</b>	1010 La Trobe Street Docklands Victoria
<b>Date</b>	February 2021

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## Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus, we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

## Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- telecommunication services and network infrastructure that supports public transport
- managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- project management and civil engineering services for rail infrastructure upgrades
- transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation.

## Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

## Our vision

We work with other agencies to meet Victoria's transport challenges and achieve the vision set out in the *Transport Integration Act 2010* "to meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state".

## Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

## Our values

- Professional
- Collaborate
- Achieve
- Innovate

## Dimensions

### Reporting relationships

The Contracts Specialist will report directly to the Contracts Manager.

### Budget

N/A

## Purpose of the position

The purpose of the role is to provide sound advice, commercial support and general contract management oversight and support across the Telecommunications contract portfolio. This will require an in-depth understanding of the contracts, contract management, performance monitoring, evaluation and mitigation of commercial risks, spend analysis and stakeholder engagement.

## Key accountabilities/functions

- Provide sound commercial support and contract management assistance to the Telecommunications Group to ensure effective contract performance.
- Play a key role in the optimisation and management of the Telecommunications contract portfolio, including the roll-out and execution of contract governance programs for assigned contracts.
- Contribute to the management of key contractual arrangements, including KPI monitoring, reporting, regular contract management meetings, contract renewals and extensions, compliance audits and contractor communications.
- Support the Contract Manager and other stakeholders on key commercial negotiations.
- Develop and manage the Telecommunications contracts register, contract reporting and procurement pipeline.
- Actively engage with key internal and external stakeholders to achieve optimal contract outcomes.
- Adhere with relevant governance and internal control requirements.
- Be responsible for conducting deep dive analysis relating to spend and performance metrics to identify and translate opportunities.
- Play a key role in the analysis of spend data to proactively identify cost-savings and efficiency opportunities.

- Effectively communicate with internal and external stakeholders to deliver contract objectives.
- Manage key commercial documents to ensure accurate business records are maintained.
- Be a trusted advisor to the Telecommunications Group on contract set up and best practice contract management.
- Assist with the interface with procurement to provide appropriate inputs for sourcing activities (scope of work, business case analysis).
- Provide overall contract management support.

### Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

### Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act* in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

### Safely accessing the rail corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents
- report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

### Individual attributes

#### Qualifications

- Tertiary qualified in Business, Law, Accounting or equivalent business/commercial related discipline (desirable).

#### Knowledge & Experience

- Minimum five years' experience in a similar role
- Demonstrated experience with full lifecycle contract management
- Experience in a government department or large corporate environment (desirable)
- Telecommunications industry experience (desirable)

## **Skills**

- Sound understanding of the contract lifecycle.
- Well-developed understanding of commercial risks associated with contract management, including experience in implementing mitigation strategies.
- Highly developed capacity to work collaboratively with diverse range of stakeholders.
- Strong communication and stakeholder management skills.
- Demonstrated ability to adapt to shifting priorities and demanding timelines.
- Strong commercial, financial and legal analytical skills, attention to detail and ability to think strategically.
- High competency level in spreadsheet and word processing software packages.

## **Interpersonal and other features**

### **Internal Relationships**

- All VicTrack employees

### **External Relationships**

- Government Departments and Agencies
- All VicTrack Customers
- Suppliers