

**Position details**

**Title of Position:** Procurement & Contracts Officer

**Reports to (position title):** Manager Inventory, Procurement & Contracts

**Division:** Assets

**Function:** Inventory, Procurement & Contracts

**Number of Direct Reports:** Nil

**Grade:** 4

**Health, Safety & Wellbeing**

*ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.*

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

**Position Overview**

The Procurement and Contracts Officer forms part of a team responsible for the end-to-end management of all contracts managed by ElectraNet's Assets Division. This can include maintenance contracts, plant contracts, telecommunication and OT contracts requiring the development and delivery of commercial/procurement artefacts principally for ElectraNet's maintenance works portfolios.

This position works under the guidance of experienced team members, and assists in helping to identify, develop, and execute acquisition plans and implement robust contract management initiatives to assist in optimising ElectraNet's maintenance portfolio.

They have a sound commercial understanding of systems and methodologies and can apply these to contracts with a low to moderate risk and complexity profile, with support from the Procurement & Contracts Managers. This involves proactively providing advice to internal customers, establishing end to end supply arrangements for the provision of goods, works and services, and maintaining corporate procurement policies, strategies and practices that deliver value for money at acceptable levels of risk.

Success in this role is characterised by pragmatic and logical thinking, strong communication skills, an ability to build relationships across broad stakeholder groups and facilitate discussions to find solutions to proactively contribute to the achievement of project deliverables.

## Key Responsibilities

### Operational & Technical

Capable of working for extended periods under close supervision, you will be accountable for providing operational support to internal customers within ElectraNet by:

- Supporting the delivery of supply arrangements for various construction and maintenance activities which includes commercial strategy development, preparation of tender documentation, tender issue, tender evaluation, contract negotiation, contract execution and contract management.
- Supporting the commercial (Contract Administration) requirements of contracts and agreements, including variations, extensions of time claims, scope changes, delay claims, and application of Liquidated Damages.
- Assist in issuing Practical Completion certificates, Final Certificates, suspension letters and other contract notices, maintaining signed copies in the central database.
- Providing practical advice on contract management, contract administration, including governance and compliance with contract terms to maintenance delivery teams.
- Interpreting and managing contractual issues, providing contractual advice in the assessment of variations, delays, and defects.
- Assisting in the identification, recording and management of contract risks and issues, running internal and external commercial meetings to progress delivery of the project.
- Assisting in the development of governance documents in accordance with ElectraNet requirements including Acquisition Strategies and Purchase Recommendation Requests (resulting in delegate approval).
- Supporting cross-functional Buying Teams which successfully deliver commercial outcomes and value for money outcomes.
- Reviewing expiring standing offer (framework) arrangements and either extend or where appropriate, negotiate and execute new contracts.
- Maintaining contracting records, including databases and contract files (both electronic and hardcopy).
- Preparing various reports on procurement functions, supplier performance and business matters as required.
- Applying procurement policies, strategies and practices that meet business requirements.
- Developing and maintain effective relationships (both internal and external) which supports the successful delivery of strategic priorities and business outcomes (which includes continuous improvement).
- Working effectively with ElectraNet's Legal, Project and Engineering teams to influence standard and special conditions for tendering and contracting.
- Contributing to inter-organisational obligations related to compliance in relation to all technical requirements, regulations and legislation certification.
- Supporting procurement and business improvement initiatives as may be appropriate.

### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct and other policies.

### Significant Working Relationships

- External Customers & Suppliers
- ElectraNet Assets Division Managers
- ElectraNet Maintenance Controls and Inventory teams

### Equipment & Technology Used

- Microsoft Office Suite

### Selection Criteria

#### Knowledge & Experience

##### Essential

- Knowledge of category management principles and practices.
- Experience and knowledge of goods and services contracting with a specific focus on construction, operations, and maintenance.
- Experience and knowledge of the application of procurement strategies including a commercial approach to risk and reward.
- Knowledge of contract law and applicable regulations.
- Well-developed negotiation and resolution skills applicable to the management of contractual issues.
- Advanced stakeholder management skills.
- Well-developed analytical, investigation and problem-solving skills.
- Demonstrated ability to apply sound project management methodology to manage your own work schedule / projects.
- Demonstrated ability to produce high quality commercial and technical reports.
- General knowledge of SAP relating to P2P and procurement functions.
- Sound ability to use the Microsoft Office suite of products.
- Applying theoretical and practical knowledge to solve commonly encountered problems.
- Applying generally accepted concepts, principles and standards in well-defined areas.
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis.
- Demonstrable, advanced written and verbal communication skills; good interpersonal skills.
- Demonstrable ability to work as a team member and actively promote office harmony.
- Flexible approach to working hours and after-hours commitments.

**Desirable**

- Minimum 3 years' experience, in a Procurement & Contracts related role.
- Electricity industry background an advantage.
- Member of the Chartered Institute of Procurement & Supply (MCIPS).

**Qualifications**

- Relevant tertiary degree qualification such as Commerce/Business, Engineering, Construction/QS, Diploma/MBA or equivalent qualifications (desirable).
- Member of the Chartered Institute of Procurement & Supply (MCIPS).
- Valid Australian Car Driver's Licence (or eligibility to obtain one).

**Background Checks**

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.