

Position Description



Position:	Contracts Administrator
Contract Type:	Permanent
Employment Type:	Full time
Location:	Adelaide, South Australia
Department:	Ground Support Equipment (GSE)
Business Unit:	Asset Services
Reports to:	Asset Manager
Direct Reports:	None

1. Job Purpose

Provide project administrative support to the Asset Manager and overall GSE team with respect to contract and commercial evaluation and provide business recommendations in line with evaluation. Support the ADF GSE team in providing company report writing and analysis of data in line with duties and responsibilities of the position.

2. Responsibilities

- 2.1. Provide general project administrative support for the effective operation of the GSE office;
 - 2.2. Support the Commercial and Contracts team to manage contractual obligations including contract performance reviews,
 - 2.3. Support the GSE team with regard to:
 - 2.3.1 Financial reporting requirements
 - 2.3.2 Commercial compliance
 - 2.3.3 Contract governance and performance management
 - 2.3.4 Risk management
 - 2.3.5 Change and variation management;
 - 2.4. Support preparation of the annual Asset Management Services budget;
 - 2.5. Ensure appropriate registers of documents and correspondence are maintained;
 - 2.6. Preparation of company reports and documentation;
 - 2.7. Maintain integrity of documentation produced; and
 - 2.8. Other project and administrative duties as requested commensurate with the position.
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3. Qualifications

- 3.1. No formal qualifications required.
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4. Skills & Competencies

4.1. Essential

- 4.1.1. Experience in a project administration position in a commercial and/or contract environment
- 4.1.2. Excellent time management and administration skills

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- 4.1.3. Strong written and oral communication skills
- 4.1.4. Computer literate and skilled in the use of Microsoft Office Products and ERP systems
- 4.1.5. Ability to analyse, report and provide recommendations on complex commercial issues
- 4.1.6. Ability to identify and support implementation of continuous improvement activity
- 4.1.7. Supporting activities and outcomes of all ADF GSE internal and external stakeholders

4.2. Desirable

- 4.2.1. Experience working in the defence sector
- 4.2.2. Understanding of contractual terms and conditions.
- 4.2.3. Applies innovative strategies including identifying and recommending solutions to various practices

5. Mandatory Training Requirements

Training Type	Frequency
Health, Safety and Environment Induction	On induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Success Factors: Anti-Bribery and Corruption Training	On induction
Success Factors: Bullying and Harrassment for Employees Training	On induction
Success Factors: Cyber Security Awareness Training	On induction
Success Factors: Equal Opportunity	On induction
Success Factors: Data Protection	On Induction
Success Factors: Trade Control Awareness	Annually
Success Factors: Discrimination and Harassment Awareness	Annually
Success Factors: Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- 6.1. Build great relationships based on trust
- 6.2. Respect people and value their diversity
- 6.3. Always strive to deliver
- 6.4. Challenge ourselves and eachother
- 6.5. Safeguard Customers reputations
- 6.6. Thrive on complexity
- 6.7. Trust our people to deliver
- 6.8. Never compromise on health and safety

7. Health, Safety & Environment

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7.1. Contribute to a safe working environment by:

- 7.1.1. Taking care to protect his or her personal health and safety at work;
- 7.1.2. Not adversely affecting the health and safety of others in the workplace;
- 7.1.3. Identifying hazards in the workplace, and rectifying them where possible;
- 7.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
- 7.1.5. Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- 8.2. Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3. Security Clearance N/A Baseline NV1
- 8.4. Interstate travel required Yes No
- 8.5. Access to protected US Defence Technology & Information Yes No

9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name:	
Signature:	Date: Click here to enter a date.