



Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibilities for managing approximately 820,000 hectares of Tasmanian public production forest. STT undertakes forestry operations on this land and sells forest products. STT's purpose is to be a customer-focused and financially viable forest products and services provider, sustainably managing Permanent Timber Production Zone land for multiple-use as a community asset.

ORGANISATIONAL CONTEXT

Division:	Business Development & Strategy	Group:	Business Development & Strategy
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POSITION PURPOSE

The Contracts Business Partner provides leadership and management in assisting STT develop and implement contemporary, well managed sales and procurement contract management processes (digitised) ensuring STT's contracting risks are identified, monitored and managed.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
	General Manager Business Development & Strategy	Nil	Hobart

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
Broadband Classification	
Working relationships	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Support the business in simplifying, digitising and managing risks in its procurement and contracting processes (sales and purchase contracts)
- Develop, implement, communicate and educate on contract management frameworks and guidelines
- Implement and manage a risk-based approach to contract and purchase order management
- Establish, in partnership with business units, procurement strategies and optimise vendor management
- Provide effective contract support for STT contract managers – sales, harvesting and transport, fire land and property and others
- Coordinate, using appropriate technology (EDMS), contract templates and registers
- Ensure effective workflow management procedures in place for contract approvals and renewals
- Establish, execute and maintain contracts in accordance with required compliance obligations and monitor and meet contractual agreements
- Act in an advisory capacity to stakeholders on tendering, procurement and contractual matters, taking the lead if required.
- Manage contract documentation including templates
- Manage review and report on status of contract, contractor performance, risks and implement variations and recommendations as required
- Develop and produce reports for senior management as required
- Actively contribute to the organisation achieving its target culture through day to day work practices and

<p>workplace initiatives</p> <ul style="list-style-type: none"> ▪ Maintain a high level of customer service in order to provide consistent, timely and accurate advice and service to internal and external stakeholders and resolve discrepancies ▪ Review current activities and new opportunities for organisation improvement through the way work is done, costs and productivity improvements ▪ Keep up-to-date with emerging trends and changes to Acts, legislation and regulations and prepare reports and recommendations to internal and external customers as required 	
QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE	
<ul style="list-style-type: none"> ▪ Degree in Business, Law or relevant associated discipline ▪ Broad experience of contract management (sales and procurement) in a high-risk industrial environment ▪ Experience in contract risk management ▪ Contemporary technology skills – EDMS, Workflow ▪ Project management skills ▪ Leadership, coaching and influencing skills ▪ Capacity to “bring the team on a journey” 	
COMPETENCIES	
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.
Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.
SPECIAL CONSIDERATIONS	
<ul style="list-style-type: none"> ▪ Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test ▪ Hold a current manual driver’s licence ▪ Required to participate in the Performance Development process ▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role 	

- Must comply and adhere to the organisations policies and procedures, including the Code of Conduct
- Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation