

Pymble Ladies' College

POSITION DESCRIPTION

Title: Contracts and Procurement Officer

Date updated: April 2025

Reports to: Head of Contracts and Procurement

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The Contracts and Procurement Officer is responsible for managing the end-to-end procurement and contract lifecycle, ensuring compliance with procurement guidelines, and fostering strong relationships with suppliers and key stakeholders. This role plays a critical part in delivering high-quality goods, services, and capital works while maintaining cost efficiency and risk mitigation.

ROLE ACCOUNTABILITIES

1. Reporting

- 1.1 Monitor, analyse, and report on supplier performance, supply chain risks, and contract compliance to identify opportunities for improvement.
- 1.2 Monitor and report on supplier compliance and performance related to Modern Slavery obligations, contributing to the College's annual Modern Slavery Statement.
- 1.3 Maintain and regularly report on the Master Contract Register to ensure accuracy and performance of current, past and anticipated contract matters.
- 1.4 Conduct spend analysis and reporting across low-value, contract-specific, and ad hoc expenditures to identify opportunities for formal procurement arrangements that maximise economies of scale and drive cost-saving initiatives.

2. Contract Lifecycle Management

- 2.1 Manage the full contract lifecycle, including initiation, execution, renewal, variations, and closeout.
- 2.2 Lead and facilitate procurement activities, ensuring best practice in sourcing, tendering, and contract negotiations.

3. Vendor/Stakeholder Management

- 3.1 Foster collaboration among key internal stakeholders, including Facilities Management, Professional Services, Education Services, and Property Maintenance.
- 3.2 Establish and maintain strong supplier relationships, supporting both existing supplier panel members and onboarding new suppliers.
- 3.3 Work closely with stakeholders on sourcing strategies and contract development to ensure successful project delivery.

4. Administration/Document control

- 4.1 Maintain accurate documentation and implement strong document control measures to support audit and compliance requirements.
- 4.2 Ensure procurement activities align with legislative and organisational policies, maintaining strict adherence to probity and ethical standards.

5. Communication

- 5.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

6. Risk and Compliance

- 6.1 Report directly to the Principal on any matters relating to child protection.
- 6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

7. Professional Learning

7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

8. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College
- Demonstrated procurement experience in working within large complex, multi-tiered organisations
- Proven experience in procurement, supply chain management, contracts administration, or a related field
- Strong analytical skills with the ability to identify solutions that align with business needs and community service objectives
- High level of integrity, ensuring compliance with procurement guidelines, regulatory requirements, and probity standards
- Exceptional stakeholder engagement and collaboration skills, with the ability to guide and influence decision-making processes
- Excellent written and verbal communication skills to facilitate negotiations, reporting, and stakeholder interactions
- Experience in maintaining up-to-date documentation, ensuring tight document controls, and adhering to compliance frameworks
- Experience with multiple ERP systems, contract management software, and data analysis tools
- Knowledge of public sector procurement frameworks, tendering processes, and supplier evaluation methodologies desirable
- Relevant tertiary qualification in Procurement, Supply Chain Management, Business, or a related discipline desirable, not essential
- Knowledge and experience interpreting a variety of contract structures, including Master Services Agreements, Professional Services Agreements, and Minor Works Agreements
- Proven experience in developing detailed scopes of work for a range of RFX activities across College operations, including but not limited to facilities maintenance, IT services, and professional services
- Proficient in developing and working with complex Excel documents, including data analysis, reporting, and spreadsheet management.