

Position Title:	Contract Administrator
Reports to:	Executive Manager Planning & Infrastructure
Direct reports:	Nil
Review date:	April 2022

Position objective

The role of Contract Administrator is to provide a high level of contract and procurement administrative support to the Planning and Infrastructure team.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

Procurement

- > Assistance with tender preparation including:
 - > Assisting with trade package documentation, tendering, assessment, award, maintaining various registers, administration and distribution of contractual correspondence

Contracts Administration

- > Assist with head/subcontract administration including:
 - > Progress claim assessment
 - > Variation claims
 - > Extension of Time claims
 - > Request for information
- > Assist with month end reporting processes and forecasting
- > Experience processing invoices using a financial software program
- > Management of document control system and registers

Qualifications and experience

Essential

- > Strong MS Office skills including Word, Excel, PowerPoint and Project
- > Outstanding verbal and written communication skills
- > Sound budgeting skills
- > Well organised, report-driven and analytical
- > Attention to detail and ability to work under pressure
- > Minimum 3 years' experience in a similar role
- > Familiarity with project financial control software and GC21 documentation
- > Sound knowledge in tender processes and trade procurement

Desirable

- > Experience and knowledge in Aconnex is advantageous but not essential
- > Previous experience with supporting projects and / or a project team

Work Health and Safety

While at work NAPL workers must:

- > Take reasonable care for their own health and safety
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- > Comply with reasonable instruction that is given to allow NAPL to comply with the WHS Act
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
Committed Doing what you say you'll do	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
	✓ Open and adaptable to change to meet the growing needs of our business.
Accountable Having the courage to be held accountable and to hold others accountable	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.
	✓ Proactively seeks advice and input from others to stimulate learning and innovation.
	✓ Is committed to being truthful with each other.
	✓ Applies consistent standards across the organisation.
Results Driven Strive to ensure results are achieved	✓ Adopts a strategic approach to achieve business goals.
	✓ Adopts big picture thinking and commitment to achieving business goals.
	✓ Ensures goals are clearly understood which they are focussed on achieving.

Value	Behaviours
	✓ Employs effective strategies to ensure goals are achievable.
	✓ Prioritises own work effectively and communicates capacity constraints early.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____