

1. POSITION DETAILS			
Position Title	Contracts and Commissioning Support Officer	Date Approved	
Portfolio	Commissioning and Compliance	Contract Period	Contract position
Classification	Level 3	Salary range	\$60,000 – 70,000
Version update	1.0	Last updated	May 2022
2. POSITION CONTEXT			
Organisational overview	Why We Exist A healthier Adelaide by 2030.		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system. • Ensure that you are heard, consulted, and empowered. • Work with you to improve your health outcomes. • Improve your experience of the health system and your outcomes. • Ensure health providers work together. • Respond to health needs of the most vulnerable in our community. 		
	Our Signature Behaviours <ul style="list-style-type: none"> • Do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • Work, achieve, and celebrate together. 		
Job purpose statement	<p>The Contracts and Commissioning Support Officer will be responsible for providing administrative support services to the Contracts and Commissioning Team, to contribute to successful commissioning outcomes and ensure that related tasks are appropriately planned, implemented, monitored, and evaluated.</p> <p>The responsibilities and duties of the Contracts and Commissioning Support Officer will include (but will not be limited to):</p> <ul style="list-style-type: none"> • Monitoring and management of the Contracts and Commissioning inboxes, ensuring emails are responded to in a timely manner, forwarding to team members, as appropriate; • Ensuring commissioning documents, contracts, correspondence and records are entered into relevant systems, well organised and accessible; and that information, such as contract details and dates are accurate and up to date; • Administering the Contracts and Commissioning teams shared resources and tools, including spreadsheets, registers, work and operational plans; • Supporting the administration of commissioning processes, such as clawbacks / recovery of underspends; • Supporting contract compliance by assisting in the preparation and/or review of, and offering of/follow up on contracts • Assisting in the preparation and/or review of internal reports, briefs and other documentation as needed; • Assisting the Contracts and Commissioning Team in planning, scheduling and confirming meetings and activities, to ensure relevant timeframes and deliverables are met; 		

Job purpose statement (cont...)	<ul style="list-style-type: none"> • Preparing meeting agendas, taking minutes, documenting/follow up meeting action items, and developing supporting documentation, such as reports, briefings and presentations; and • undertaking administrative tasks as described by Adelaide PHN procedures and work instructions.
Reporting/working relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Executive Manager Commissioning and Compliance via Operations Manager Contracts and Commissioning.
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate travel may be necessary. • Appointment is made subject to ongoing satisfactory screening and criminal history checks. • Must hold and maintain a current Driver's Licence & insurance. • Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). • Adelaide PHN is a smoke free workplace. • Participate in Performance Review & Development process.

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • Ability to support and achieve Adelaide PHN strategic objectives to deliver outcomes in tight time frames. • Demonstrated ability to work within a team, and in cross-portfolio teams and groups. • Exceptional communication skills both written and verbal and ability to communicate Adelaide PHN key messages. • Ability to engage and collaborate with a wide range of stakeholders and community. • Highly developed organisation skills and ability to prioritise tasks. • High proficiency in working with Microsoft Office Suite specifically with Outlook, Word, and PowerPoint. • Highly developed data entry and administrative skills, with high-level attention to detail and accuracy.
Attributes	<ul style="list-style-type: none"> • A passion and commitment to improving primary health outcomes within our community. • Positive 'can do' attitude. • A sense of humour. • Behavioural flexibility.
Experience	<ul style="list-style-type: none"> • Previous relevant experience in an Administration, or Contract Administration role is essential. • Experience maintaining policies and procedures. • Experience with Contract Management databases (such as Folio), SharePoint and Quality Management systems. • Experience working within a health, NFP or community-based organisation is desirable, but not essential.
Knowledge	<ul style="list-style-type: none"> • Demonstrated high level knowledge of effective office and administration requirements and exceptional customer service. • Demonstrated knowledge in Contract administration.(desirable, but not essential).
Qualifications	<ul style="list-style-type: none"> • Appropriate tertiary qualifications or relevant experience.

4. ORGANISATIONAL REQUIREMENTS

Compliance

- Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.
- Be aware of and adhere to Adelaide PHN's policies and procedures.
- Participate in Adelaide PHN Quality Improvement.
- Demonstrate a commitment to our Adelaide PHN Values and Signature Behaviours.

5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: