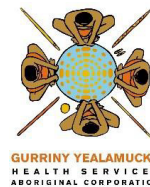


# Position Description

## Contracts Officer



<b>Location</b>	GYHSAC facilities, Yarrabah
<b>Employment status</b>	Permanent full-time
<b>Reports to</b>	General Manager
<b>Responsible for</b>	No direct reports
<b>Date of Approval</b>	August 2024

### About Gurriny Yealamucka Health Services Aboriginal Corporation

Gurriny Yealamucka Health Services Aboriginal Corporation (GYHSAC) is a charitable, not for profit, community-controlled Indigenous health provider to over 4000 residents of Yarrabah: Australia's largest discrete First Nations community.

GYHSAC provides culturally sensitive primary health care services in accordance with the Yarrabah Health Strategic Plan and is a member of both the National Aboriginal Community Controlled Health Organisation (NACCHO) alliance and Queensland Aboriginal and Islander Health Council (QAIHC).

**Vision** GYHSAC will be a holistic health service of excellence supporting a strong and healthy community

**Mission** GYHSAC will be influential innovators delivering quality holistic health outcomes.

### Values

**Quality of Service** Valuing the responsibility of providing a quality of holistic health service and will maintain a high standard of care across all levels of the organisation

**Leadership** Strong Leadership ensuring the delivery of innovative holistic health solutions

**Commitment** Strong leadership drives commitment to all levels of the organisations business and in its capacity to support the Yarrabah Community

**Accountability** Enacting the self-determination principles of governance and sovereignty guided by the Yarrabah community & stakeholders

**Innovation** Welcomes and fosters creative ideas to deliver highly effective holistic health solutions

### Diversity Statement

As an Aboriginal Community Controlled Organisation (ACCHO), GYHSAC recognises and celebrates the diversity of our community, including the diversity of cultural backgrounds, languages, beliefs, and experiences. We acknowledge employees who come from different Aboriginal and Torres Strait Islander communities and non-Indigenous employees including those from linguistically diverse backgrounds, and we strive to create a welcoming and inclusive workplace for everyone.

## About the Position

The position oversees and administers contracts related to funding or financial support. Ensuring contractual obligations are met while maintaining compliance with regulatory, legislative and accreditation requirements, this role is responsible for monitoring and coordinating the contracts database facility and the administrative actions of grant funding requirements.

## Key responsibilities

This position reports to the General Manager for supervision, workload management and Performance Planning and Review (PPR). In cooperation with (and under the direction of) the General Manager, the Contracts Officer will:

### Contract administration

- a. Administer/ coordinate all external funding agreements to ensure compliance with internal policies and processes, as well as the delivery of outcomes in line with funding agreement obligations
- b. Manage Quality System software for day-to-day operations, inclusive of monitoring and reporting deadlines and non-compliance
- c. Draft, manage and monitor third-party contracts including responding to requests and meeting with vendors/ clients as required
- d. Assist as required in drafting funding proposals, licences to occupy, terms of reference, and other ad hoc agreement documents
- e. Review contractual documents for accuracy, performance, risk and conformance with terms and conditions, and other provisions. This includes coordinating and reviewing contracts, collaborating with program managers to proactively identify and resolve issues in a timely manner
- f. Report to the General Manager on contract/ agreement issues, and maintain effective management of enquires, issues, disputes, variations, risks and undertaking negotiations with funding bodies and all vendors/ suppliers

### Quality & Risk

- g. Participate in team activity necessary for the continuous improvement of nursing care and services to standards that comply with:
  - i. AS/NZS ISO 9001:2016 Quality management systems; and
  - ii. RACGP Standards for general practice
- h. Ensure LogiqcQMS tasks are completed within required timeframes

### Performance management

- i. Engage in the Performance Planning Review (PPR) process to plan the most effective way to review performance, achieve agreed objectives, identify career goals and develop plans to meet these needs
- j. Participate in professional development activities aligned with the role as well as other activities supporting organisational values including in relation to cultural heritage

The Contracts Officer may be required to carry out such other duties as are within the limits of their skill, competence, and training, consistent with relevant Award classification definitions and as reasonably directed.

## Cultural Safety

The position is required to commit to the ongoing development of Cultural Capacity with the goal of gaining a thorough understanding of the principles of Cultural Safety, by actively engaging in opportunities provided within the Service and as appropriate, the broader Yarrabah Community.

## Work, Health & Safety (WHS)

Take all reasonable steps to protect personal workplace safety and avoid adversely affecting the health or safety of any other person at the workplace in accordance with the requirements of the Work Health and Safety Act (2011).

In support of GYHSAC policy, this position has as a minimum, the following WHS responsibilities:

- Follow prescribed Safe Work Procedures (SWP)
- Take reasonable care for the health and safety of self and others
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and, or injuries are reported and any potential for further incident/ risk is mitigated
- Participate in meetings, training and other health and safety activities as reasonably directed
- Wear personal protective clothing or equipment as directed
- Use equipment and materials in compliance with relevant guidelines or instructions, without wilful interference or misuse

## Selection Criteria

### Essential

1. Bachelor's degree in Business Administration, Law, Finance, or a related field
2. Proven experience in contract management, procurement, or a related area
3. Interpersonal skills (including communication, influence and persuasion) capable of supporting professional rapport and internal relationships with employees, service providers and other stakeholders internal and external to GYHSAC
4. Attention to detail and ability to manage multiple tasks and deadlines
5. Demonstrated ability to participate in a continuous improvement model of achievement aligned with the expected outcomes of the position
6. Agreement with and commitment to observing and upholding organisational mission, vision, and values and their application to this position

### Desirable

7. Practical knowledge of accreditation, regulatory and legislative obligations relevant to the ACCHO setting

### Practical requirements

1. Queensland Drivers Licence
2. Ability to maintain a current CPR certificate

### Acknowledgement by Employee

I have read the Contracts Officer Position Description and understand the position requirements and standard of performance expected.

Contracts Officer

**Signature:** .....

**Date** .....

Chief Executive Officer

**Signature:** .....

**Date:** .....