


<b>JOB TITLE</b>	Specialist - Contracts	
<b>REPORTS TO</b>	Manager – Contracts	
<b>DATE</b>	01/04/2026	
<b>CLASSIFICATION LEVEL</b>	Specialist – Level 5	
<b>ORGANISATIONAL CONTEXT</b>		
<p>Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation’s goals.</p> <p>Our employees are community focussed, embrace change, are agile and are solution focused.</p> <p>Our employees are committed to our organisational values that guide our decision making and behaviours.</p>		
<b>POSITION OBJECTIVE</b>		
<p>Provide timely and accurate contract management, monitoring and evaluation across a portfolio of high financial value, high risk, commercially sensitive and complex commissioned services.</p> <p>Partnering with Procurement and Reporting Specialists and Program Managers to exchange relevant data and information and work together to ensure quality and consistent contract delivery.</p>		
<b>KEY STAKEHOLDERS</b>		
<b>External Stakeholders</b>	<b>Internal Stakeholders</b>	<b>Individual Teams</b>
Commissioned Services Other PHNS Government organisations as required	Managers Finance As required	PCTI Quality & Governance HIU Mental Health As required
<b>KEY RESPONSIBILITIES</b>		
<p><b>Contract Monitoring</b></p> <ul style="list-style-type: none"> <li>• Coordinate the successful delivery of a diverse portfolio of contracts ensuring effective contract and risk management throughout their lifecycles. This includes long-standing contracts with regular reporting requirements (e.g. Mental Health, AOD, Core Flexi Chronic Disease) and Fee for Service Contracts</li> <li>• Collaborate closely with the stakeholder and Program teams to ensure timely and accurate performance monitoring and compliance evaluation. Maintain consistent communication with these stakeholders, providing them with relevant data and information to effectively engage providers</li> <li>• Collaborate with Internal and External Stakeholders and Program Managers to address escalated complaints against providers</li> <li>• Coordinate and deliver the activities and actions from project plans and meetings</li> <li>• Provides training to the commissioned services team as required</li> </ul>		

### **Contract Administration**

- Use internal systems to update contracts for commissioned services ensuring accurate and appropriate data capture within the contract to meet quality and time requirements
- Ensure timely payment to providers in collaboration with Contracts Officers

### **Contract Reporting**

- Collate and upload accurate service data using systems such as Folio, MSD, Excel, or related software used by the team. Utilise this information analyse and interpret provider performance, trends and risks
- Analyse required data to design and deliver KPI and evaluation reports for a portfolio of contracts, drawing on support from the Business and Reporting Analyst as required

### **LEVEL 5 REQUIREMENTS**

- The Contracts Specialist will have the same responsibilities as the Contracts Coordinator, however, with a higher level of capability required. Level 5 is distinguished based on:
- Size or complexity of contracts reporting projects (e.g. projects that involve numerous evaluation stages, requirements, and inputs; or are of high financial value)
- Risk level (e.g. high-stakes project outcomes) relationships with other teams across the organisation, fostering collaboration and synergy
- Specialised area knowledge

### **Other Responsibilities**

- Fulfil additional tasks as reasonably requested, adhering to the broader organisational goals and directives
- Uphold 'best practice' standards in all areas of responsibility, ensuring excellence and efficiency
- Abide by all organisational policies and procedures, contributing to a culture of compliance and integrity
- Prioritise safety of yourself and others in accordance with WentWest's Workplace Health and Safety (WHS) policies and the Workplace Health and Safety Act 2011

**Culture** - Contribute to a constructive workplace culture and a safe workplace. Model the organisation's CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the WentWest Code of Conduct.

**Finance and Resources** - Manage allocated finance and resources efficiently and effectively in accordance with the WentWest Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, corporate records, intellectual property and personnel records and include the correct retention of data and records.

*WentWest is an evolving organisation of continual improvement. The role scope described is intended as a guide to the responsibilities.*

### **ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED**

- Some out of hours work on evenings and weekends will be required for events, meetings or conferences etc.
- Some overnight travel within the Western Sydney area, interstate travel may be required for conferences or meetings

*Note: Out of hours work should be managed in accordance with WentWest's Flexible Work Policy and employees' hours should be adjusted flexibly to accommodate hours worked outside of core business.*

**MANAGEMENT SYSTEM – QUALITY AND INFORMATION SECURITY**

- Ongoing compliance with WentWest management system requirements
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy
- Actively participate in quality improvement initiatives within their teams and across the organisation
- Ongoing compliance with WentWest’s Information Security Policy and the information security components of the WentWest Management System

**QUALIFICATIONS**

- Tertiary qualifications in health, social science, business OR equivalent experience

**SKILLS AND EXPERIENCE**

**Essential**

- 3-5 years’ experience in a similar role
- In depth knowledge of contract coordination and understanding of the complexities of contracts within the health and social sector
- Demonstrated ability to manage stakeholder relationships including contract negotiations and performance discussions
- Demonstrated understanding of general contract management principles and practices
- Strong inter-personal skills, with the ability to build relationships
- Ability to collaborate and work as part of a team
- Ability to work within an environment managing multiple priorities, time pressures and deadlines
- Experiencing reviewing contract documents

**Desirable**

- Knowledge of the Australian health system
- An understanding of how commissioning can leverage system change and deliver better health outcomes
- Relationship management skills and ability to develop and nurture positive working relations across teams and agencies

**PRE-APPOINTMENT REQUIREMENTS**

- Right to work in Australia documents (Passport or Birth Certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- National Police check completed in the last six months

**WENTWEST VALUES - behaviours and ways of working the organisation sees as critical**

Display an attitude and behave in a manner that is in keeping with our Core Values and through own behaviour and through effective implementation of a positive team-based culture.

**Creativity** – challenge convention

**Leadership** – inspire action

**Equity** – actively overcome barriers

**Excellence** – be the best we can be

**Respect** – understand others