

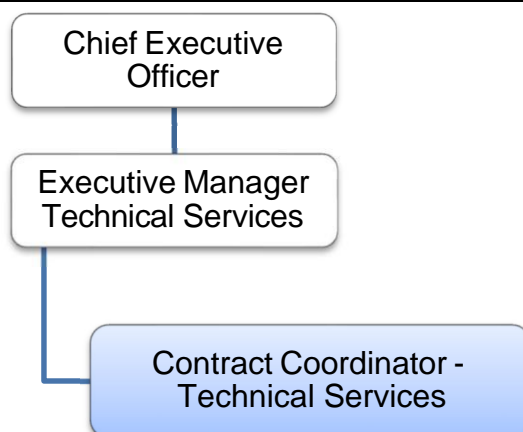


## Contract Coordinator – Technical Services

### Position identification

Position number	OP9		
Classification	Level 8	Plus Above award	
Position title	Contract Coordinator – Technical Services		
Directorate	TBC		
Business unit	Technical Services		
Service area	Operations		
Location	Town Hall		
Agreement	Local Government Industry Award (IA) 2020		
Status	Permanent Full Time		
FTE	1.0	Hours p/week	38
Position created	June 2025	Last review	June 2025

### Reporting relationship



### Corporate key performance areas outlined in:

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Performance appraisal action plan

### Primary objective(s) of the position

- Manage effective delivery of capital works infrastructure projects, through the procurement and management of external contractors.
- Responsible for ensuring the effective, compliant and community focussed operation of the East Fremantle Community Park (EFCP), via management of the Town's contracted operator and lessee to ensure all contract terms, service standards and performance expectations are upheld.
- Contribute to improved procurement and contract performance across the Town through proactive management and continuous improvement of contracts, project management documentation, and governance processes, ensuring compliance with the Local Government Act and other relevant legislation.

### Competencies

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Leadership</li><li>• Work Habits</li><li>• Self-management</li><li>• Communication</li><li>• Initiative</li><li>• Project Management</li></ul> | <ul style="list-style-type: none"><li>• Interpersonal Skills</li><li>• Quality of Work</li><li>• Professionalism</li><li>• Teamwork</li><li>• Community engagement</li><li>• Problem-solving</li></ul> |
|--|--|

### Duties

#### Contract Management & Performance Oversight

##### Capital Project Delivery

- Support the delivery of capital works and operational projects through active contract coordination and oversight, including contract preparation, tender evaluation, grant applications and acquittals, service delivery quality management and ensuring compliance with legislative and lease/license obligations.
- Ensure project timelines and Budgets are adhered to , undertaking proactive contractor engagement and contract milestone tracking and reporting to Executive leadership.
- Identify and help address resourcing or delivery constraints by managing key project documentation and reporting tools.
- Regularly monitor contract expiry dates and initiate extensions or procurement planning, working in collaboration with business units where required.
- Ensure the effective delivery of assigned capital works projects via external contracts, including tracking milestone compliance and deliverables, including capital expenditure requests, service delivery quality, and lease/license obligations.
- Provide support to the Town's capital project planning and delivery as required.

- Maintain the Town's Tender Register in accordance with governance and audit requirements.
- Other duties as requested by the Executive Manager Technical Services that are within the limits of your skills, competency and training.

#### **East Fremantle Community Park**

- Implement and administer the EFCP Contract Management Plan (CMP), providing advice and recommendations for continuous improvement.
- Effectively Manage the EFCP Operator Agreement, ensuring contractor compliance with the terms of the agreement and accountable for performance KPIs.
- Ensure the EFCP Operator upholds its responsibilities as Head Lessor, including monitoring, managing, and auditing sub-lessees (EFFC, EFBC, EFCC, East Fremantle Playgroup, and CAHS).
- Lead monthly review and analysis of The EFCP Operator's performance reports, escalating concerns or improvement opportunities to the CEO and Executive team.

#### **Stakeholder & Community Engagement**

- Act as the primary point of contact for community enquiries relating specifically to Capital Projects and EFCP.
- Mediate conflicting stakeholder requests in line with the Town's community-first approach.
- Serve as the Town's principal contact for the EFCP Operator, ensuring clear, consistent, and professional communication.
- Liaise with EFCP partners including East Fremantle Football Club, Croquet Club, Bowls Club, CAHS, and Playgroup to balance operational needs with community benefit.

#### **Internal Engagement & Regulatory Support**

- Engage with internal teams such as Planning, Environmental Health, Rangers, and Communications to ensure capital projects meet Town requirements and EFCP operations meet all regulatory and policy requirements.
- Liaise with the Town's Manager of Community Engagement for coordination of project and EFCP communication, signage, and community-facing initiatives.
- Support governance processes including the Works Committee, EFCP Advisory Committee and EFCP Management Committee, attending meetings and supporting agenda-setting or minute review when needed.
- Draft Council reports and recommendations as required, including on behalf of the CEO when directed.

#### **Work Health and Safety**

- Comply with the Works Health and Safety Act 2020.

- |  |
|--|
| <ul style="list-style-type: none"><li>• Be responsible for ensuring your safety and health and that of others in the workplace, including contractors.</li><li>• Actively communicate and consult with contractors and others on WHS matters,</li><li>• Ensure safe work practices are complied with, reporting hazards and incidents as soon as is practicable.</li></ul> |
|  |

## Selection criteria (skills, knowledge and experience)

### Essential

- Proven effective project and contract management skills.
- Demonstrated experience in contract administration, procurement process support, and template development.
- Experience in local government, community facility management, and project delivery.
- Understanding of facility governance, service delivery, and the management of lease and licence agreements.
- Strong understanding of contract lifecycle management across a diverse portfolio of works and services.
- Experience implementing contract controls, KPI tracking, and reporting mechanisms.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to manage compliance and engage diplomatically with varied stakeholders.
- Knowledge of relevant legislation including the Local Government Act and contract governance frameworks, including recordkeeping, transparency and probity requirements.

### Desirable

- Experience working within Local Government POS Crown Reserve land management or similar governance models.
- Familiarity with regulated maintenance and infrastructure works.
- Experience with stakeholder engagement in a complex, multi-partner setting.

## Other specific details of the position

Extent of authority

This position operates under broad direction but within limits of Town policy and relevant legislative constraints.

Position has purchasing authority in line with procedure

**No** ☐

## Certification

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature \_\_\_\_\_ Date \_\_\_\_\_