

# Position Description



Powering a  
Bright Future

## Contracts Manager

Commercial

Revenue Contracts

### Objectives

- Establish and maintain the appropriate operating rhythm with Customers to ensure regular and appropriate contact is maintained and coordinated on issues related to contract administration and governance
- Support the negotiation and agreement of commercial matters including new contracts and contract variations to ensure that contracts are consistent with TasNetworks strategic directions to deliver safe, high-quality, integrated, customer-oriented services and demonstrate value for money
- Educate stakeholders about their rights and responsibilities as per the conditions laid in the contract
- Implement contract management processes to optimise relationships and contract compliance, whilst delivering consistent and efficient processes across all customers

### Role Specific Accountabilities

- Establish and maintain customer relationships by serving as a single point of contact for revenue contracts matters
- Manage contract risk by identifying and mitigating key risks, maintaining a comprehensive risk register for the revenue contract portfolio, and implementing robust controls to address identify and manage risks effectively
- Create and maintain comprehensive and current contract documentation, procedures, data, and records to ensure accurate record-keeping and timely reporting, supporting efficient contract management practices
- Create a contract management system internally to simplify the workflow related to contracts
- Ensure that TasNetworks customers and employees adhere to the policies and regulations made in the contract
- Impart contract advice throughout TasNetworks, and resolve issues for those who are involved in the contract
- Work to ensure that the paperwork is drafted and implemented as per company-wide policy compliance
- Drive continuous improvement of commercial and project processes, templates and documentation.
- Assists in contract review and exercises the appropriate extension, expiry or transition options
- Provide coaching and mentoring to other internal team members on successful commercial practices
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

## To be successful in this role

- Minimum of five years of progressive responsibility with quantifiable results in contract negotiation, administration and/or management
- Bachelor's degree in finance, law, business administration, or a similar discipline
- Demonstrated negotiation, research, analytical and problem-solving skills
- Robust skills in Microsoft Office software, including Word, Excel, PowerPoint, Project and Visio and a working knowledge of contract management systems or software
- Ability to meet project objectives within designated constraints
- Initial proficiency in contract law
- Good interpersonal skills, with experience working with and maintaining relationships with a range of stakeholders.
- Good written communication skills, with the ability to interpret information and communicate effectively to a range of stakeholders.
- Demonstrated initiative and sound organisational skills, with the ability to work independently or as part of a team
- Accuracy and high attention to detail
- Proficient in digital tools, ideally with experience using SAP software, SharePoint, and the Microsoft Office suite.

### Reports to:

Leader Revenue Contracts

### Direct reports:

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### Approved:

November 2024

Our behaviours **be curious** **be brave** **own it**

