

Position Description

Contract Coordinator

Contract Delivery

Strategic Operations and Performance

Objectives

- Coordinate the Request for Work (RFW) process for Operations Delivery, ensuring traffic management and civil works suppliers are engaged promptly and perform efficiently.
- Administer the weekly claim process, verifying and approving contractor claims for invoicing in accordance with TasNetworks' policies and procedures.
- Receipt verified supplier invoices in SAP via the Service Entry Sheet (SES) function, ensuring accuracy and timeliness.
- Maintain accurate records and documentation, ensuring compliance with internal guidelines, audit requirements, and relevant regulations.
- Provide day-to-day support to the Contract Delivery team, enabling smooth operational workflows and effective supplier engagement.

Role Specific Accountabilities

- Coordinate the RFW process by receiving requests from internal stakeholders, confirming details, and submitting them to approved traffic management and civil works suppliers.
- Coordinate traffic management and civil works engagements, including the supply of traffic management plans and associated permits and approvals where required.
- Process SES transactions in SAP to receipt invoices accurately and on time, aligning with budgetary controls and financial policies.
- Maintain organised records of supplier communications, purchase orders, and contract-related documentation to facilitate easy retrieval and compliance checks.
- Generate periodic reports for management and relevant stakeholders, highlighting any exceptions.
- Liaise with internal delivery teams and external suppliers to resolve routine queries, clarify work details, and expedite invoice approvals.
- Monitor the shared inbox, triaging and responding to internal and external enquiries relating to contracts and supplier engagements.

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	• Organise and attend monthly supplier meetings, preparing agendas and taking and circulating minutes. • Support continuous improvement by identifying process inefficiencies and proposing enhancements in collaboration with management. • Provide general administrative assistance, such as scheduling meetings and preparing documents. • Any other duty or task as reasonably and lawfully directed by TasNetworks.
To be successful in this role	• A certificate or diploma in Business Administration or a related field (or equivalent work experience) is preferred. • Prior exposure to operational or contracting environments, ideally within power distribution or a similarly regulated industry, is highly desirable. • Experience coordinating traffic management and/or civil works suppliers is highly desirable. • Experience with permit applications and approvals. • Basic knowledge of invoice handling, purchase orders, or supplier relations, ideally gained in an administrative or operational support role. • Knowledge of Austroads guidelines and relevant traffic management legislation and codes is desirable. • Knowledge of relevant civil construction and excavation standards, codes and safe-digging requirements, including Before You Dig Australia (BYDA), is desirable. • A strong understanding of traffic management workflows and challenges. • Comfortable using SAP to input and track data, with strong Excel and Word skills for reporting and documentation. • Strong analytical and decision-making skills. • The ability to identify, plan, and manage safety issues related to traffic plans. • Demonstrated ability to manage data entry and documentation meticulously, ensuring compliance with company policies. • Able to work collaboratively with internal teams and external suppliers, responding to enquiries clearly and professionally. • Comfortable managing multiple priorities, shifting deadlines, and changing requirements in a fast-paced environment.
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role

Reports to:
Contract Delivery Specialist

Direct reports:
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Approved:
July 2026

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