

Position Description

Contract Support Officer



Powering a
Bright Future

Supply Chain

Objectives

- Promote awareness and consistent application of procurement policies, procedures, and frameworks across the business.
- Support procurement and contract administration processes in accordance with TasNetworks policies, procedures, and legislative requirements.
- Contribute to consistent, efficient, and customer-focused contract management practices.
- Maintain high standards of confidentiality, accuracy, accountability, and professional service.

Role Specific Accountabilities

- Provide administrative and operational support to supply chain team members throughout the contract lifecycle.
- Maintain accurate contract registers, records, documentation, and electronic filing systems.
- Monitor contract milestones, deliverables, expiry dates, renewals, insurance, licences, and other compliance requirements.
- Assist with the preparation, review, processing, and execution of contracts, variations, extensions, and related documentation.
- Coordinate contract correspondence and liaise with internal stakeholders, suppliers, contractors, and service providers.
- When required, support procurement activities, including quotations, tender documentation, evaluations, purchase orders, and contract establishment.
- Manage and monitor funding allocations across panel contracts, ensuring appropriate allocation, tracking, and compliance with contractual and TasNetworks requirements.
- When required, monitor supplier performance, deliverables, reporting requirements, and key contractual obligations.
- Assist with invoice verification and processing to ensure payments align with contractual terms and approved deliverables.
- Prepare regular contract reports, status updates, dashboards, and briefing materials for team members and stakeholders.
- Identify and escalate contract risks, issues, discrepancies, and non-compliance matters in a timely manner.
- Ensure contract administration activities comply with TasNetworks policies, procedures, delegations, procurement requirements, and relevant legislation.

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	• Contribute to continuous improvement of contract administration processes, systems, templates, and record-keeping practices. • Promote probity, transparency, and consistency in line with TasNetworks standards. • Undertake other duties as reasonably and lawfully directed.		
To be successful in this role	• Demonstrated experience in procurement, contract administration, or a similar commercial or administrative function. • Working knowledge of procurement processes and practices, ideally within a structured or regulated environment. • Strong organisational skills with the ability to manage multiple tasks and competing priorities effectively. • Well-developed written and verbal communication skills, with attention to detail in documentation and reporting. • Ability to build effective working relationships with internal stakeholders and suppliers. • Sound judgement and a commitment to maintaining confidentiality, probity, and integrity in procurement activities. • Proficiency in systems and tools used for procurement and contract management, or the ability to quickly learn. Eg: SAP, Ariba, JIRA service management tool. • A flexible and responsive approach, with the ability to adapt to changing priorities and business needs. • Ability to demonstrate the TasNetworks core behaviours.		
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role.		
Reports to: Category Team Leader	Direct reports: Nil	Approved: May 2026	

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