



NDIS Quality  
and Safeguards  
Commission

Type of Arrangement  
Temporary Transfer under S26  
of the Public Service Act 1999

Duration  
17 months

**Closing Date**  
19/12/2024

APS Classification  
Executive Level 1

Security Clearance  
Baseline

Office Arrangement  
Hybrid

Job Category  
Info/Comm Tech (ICT),  
Procurement, Contract  
Management

National Disability Insurance Scheme (NDIS) Quality and  
Safeguards Commission

## Procurement and Contracts Manager

 Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta  
NSW, Penrith NSW

### What you'll do:

Reporting to the Director of the Data and Regulatory Transformation (DART) Program Management Office, the Procurement and Contract Manager will manage a range of procurement and contract management activities to support project managers and DART Program procurement outcomes.

Responsibilities of the role include but are not limited to:

- Coordinate end-to-end IT procurement and contract management processes, including:
  - In collaboration with the project team, develop and manage:
    - Procurement plans
    - Request documentation
    - Evaluation plans
    - Contracts
  - Provide assistance in developing draft contracts/work orders
  - Provide advice and assistance to evaluation committees
  - Ensure contract compliance
  - Manage procurement and contract-related risks
  - Monitor and report on contract performance
  - Dispute resolution
  - Process improvement
- Partner with DART project team to ensure procurement processes are completed within agreed timeframes, are compliant with legislation, encourage quality, maximise value and manage risk
- Provide expert, timely and strategic advice and support on Commonwealth Procurement Rules and Frameworks including the DTA and IT sourcing arrangements and policies
- The ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met
- Develop and maintain cooperative and influential relationships with internal and external stakeholders, including liaison, negotiation and consultation
- Perform other duties for the team as required.

### Skills and capability we need:

Our ideal candidate will be a highly motivated individual with a contemporary attitude to people with disability, proven experience in strategic thinking and governance. The role requires independent

thinkers who enjoy working in a team environment, as well as the following attributes:

- Diploma or Advanced Diploma of Procurement and Contract Manager or equivalent experience (5 years or more experience) in procurement and contract management including experience in using the Digital Transformation Agency Marketplaces (BuyICT platform).
- Comprehensive knowledge and understanding of Commonwealth Procurement Rules and related legislation, policies and guidance or ability to acquire knowledge and understanding quickly (Digital Transformation Agency, AusTender, procurement-connected policies, etc.).
- Demonstrated experience in contract management
- Ability to provide situational leadership as needed to meet team and organisational objectives
- Strong stakeholder engagement skills including ability to communicate effectively, negotiate and influence outcomes, and build strong professional relationships.
- Demonstrated ability to manage multiple competing priorities in a complex environment
- An understanding of project management and project environments.

### **What you'll gain from the experience:**

This is a rare chance to obtain extensive exposure of a high-profile program. We encourage you to apply and join us in improving the lives of Australians with disabilities.

### **About our team:**

At the National Disability Insurance Scheme Quality and Safeguards Commission (NDIS Commission), we are dedicated to improving the quality and safety of NDIS supports and services. We value diversity and are committed to fostering an inclusive workplace that supports and empowers all employees. People from diverse backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disabilities, and those from culturally diverse backgrounds, are encouraged to apply.

The aim of the DART program is to improve NDIS Commission system functionality and responsiveness to reduce the administrative burden on providers and support our governance and monitoring processes. The DART program will also improve identification and response to both immediate and systemic NDIS risks.

### **Contact Officer**

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**Recruitment Portal Link****Vacancy Number**

VN-0751277

**Agency Employment Act**

PS Act 1999