



Australian General Practice Network Contract Manager (0.6 FTE)

January 2010

The Australian General Practice Network (AGPN) is a national Canberra based organisation established in 1998 to support 110 general practice networks and eight state based organisations throughout Australia.

AGPN is funded under the Divisions of General Practice Program, and is an integral component of the Australian Government's general practice policy. The strategy has resulted in greater involvement of general practitioners in the development of health policy, the planning and delivery of health services at the local and regional level and the management of a range of health service delivery projects.

AGPN's mission is to improve the health and wellbeing of communities and individuals by providing national leadership and support through the General Practice Network. We strive to become a cohesive high performing Australian general practice network that is the essential regional and local infrastructure for integrated primary health care delivery. AGPN has three key result areas: national leadership and advocacy (KRA1), Network capacity and performance (KRA2) and member engagement (KRA3).

AGPN's team comprises core administrative staff, policy advisers, principal network advisers and network support officers (approx 30 staff) who are highly motivated, adaptable and multi-skilled employees.

Organisational values:

All staff at AGPN are required to operate in accordance with the organisation's values, to ensure that we act and relate with **PRIDE** in all that we do:

- **P**assion, **R**espect, **I**ntegrity, **D**aring and **E**xcellence
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Position Description

In this position you will be responsible for managing and administering multiple contracts for AGPN. You will be required to provide advice on contract related matters to both internal and external stakeholders. You will also be responsible for ensuring AGPN is adhering to and delivering on all contracts as well as ensuring contracted entities submit their deliverables and timelines. The role also requires preparation of proposals, negotiation, administration of contracts, associated variations, identification of contract issues and making recommendations to management to resolve such issues and limit exposure.

Knowledge, Education, Experience and Key Attributes

Essential

- Experience as a Contract Manager in a project/program environment
- Ability to provide sound and strategic contractual and commercial advice
- Sound financial management and document control skills

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Delivering local health solutions through general practice

AGPN acknowledges the financial support of the Australian Government Department of Health and Ageing

- High level data base and computer literacy, including the management of complex systems
- Excellent written and oral communication skills
- Excellent people management and rapport building skills
- Self motivated, with a willingness to learn and perform independently on tasks and duties while operating and contributing as part of an overall team
- Good understanding of commercial risks and liabilities

Desirable

- Tertiary qualifications in a relevant field
- An understanding of Contract Law
- Experience in dealing with high level government contracts

Key Responsibilities

- Manage large, complex data bases
- Monitoring of AGPN's contractual obligations
- Identification of risks linked to contractual commitments
- Management of a system to track AGPN's Government contracts
- Set up system, monitoring, alerts for contract management
- Work with the executive to identify contracted delivery issues for the organisation
- Work across the AGPN team
- Act as an internal and external resource to AGPN staff, management and stakeholders
- Draft responses to contract terms and conditions
- Documentation and management of processes for document control
- The implantation and monitoring of an AGPN contract management system

Selection Criteria

Candidates should include a paragraph addressing each of the essential criteria individually, along with any of the desirable criteria that may be applicable.

Reporting Relationships

Supervisor: Deputy CEO
Position: Contract Manager
Direct Reports: Nil

Terms of Employment and Remuneration

- The *Contract Manager* will be appointed for a 12 month period. Continuation of employment will then be subject to ongoing funding from the Department of Health and Ageing.
- Salary will be negotiated commensurate with skills, experience and qualifications.

- Superannuation benefits will be in accordance with the provisions of Federal Superannuation Guarantee legislation. Flexible remuneration packaging will also be offered.
- The *Contract Manager* may be required to undertake some work outside of standard hours. It is expected that the position will require some inter and intra-state travel.

How to Apply

Please forward your resume, a covering letter and contact details for three referees.

By Email: mconroy@agpn.com.au

By Mail: PO Box 4308 Manuka ACT 2603

Applications close: Friday 12 February 2010

For further information please contact Liesel Wett on 02 6228 0800 or lwett@agpn.com.au

Website: www.agpn.com.au

PRIDE: Our values in action

Our values guide the way in which we work together – internally and externally – for the greater benefit of AGPN, the General Practice Network, and the health and well being of the people of Australia. We act and relate with **PRIDE** in all that we do.

- **Passion:** we are passionate about our purpose and the contribution we can make to improve the health and wellbeing of the Australian community through the General Practice Network. This is demonstrated in the way we approach our day to day, and longer term, tasks and responsibilities.
- **Respect:** recognises the value and dignity of every person who associates with us. It is our responsibility to treat all with whom we come into contact with justice and compassion no matter what the circumstances, and we are prepared to stand up for what we believe and challenge behaviour which is contrary to our values.
- **Integrity:** demonstrates that we are open and honest in the way we deal with each other and with others, that we accept responsibility and differences of opinion, are willing to share information and knowledge, and display loyalty and commitment in our roles.
- **Daring:** recognises that we act with courage, that we are willing to take or seek out risks in the interests of the overall good of the organisation and those we are here to serve, and that we are bold and adventurous in our ideas, our approaches, and our execution of actions.
- **Excellence:** recognises we are responsible for ensuring a high performing organisation which has a focus on continuous improvement and quality; developing the skills, competencies and talents of those who work for AGPN; caring for the environment; and handing on a sustainable legacy to those who come after us.



Quality
ISO 9001
SAI GLOBAL