

Job Description

Procurement & Contracts Coordinator

Incumbent	
Industrial Agreement or Award	South Western Sydney Primary Health Network Ltd. Enterprise Agreement 2020
Classification	SWSPHN Level 4
Date Developed	5 July 2023
Date Updated	26 March 2026
Reporting Relationships	Procurement and Contracts Team Lead
Supervisory Responsibilities	N/A
Role Overview	Commissioning is one of the core functions of the SWSPHN. The role works closely with many departments across the organisation in the management of procurement activities and commissioned supplier outsourcing contracts. It involves ensuring effective systems are implemented to control the way SWSPHN procures commissioned services and contracts are prepared, analysed, negotiated, registered and monitored for value for money and compliance. The role acts as a key contact and advisor for a range of internal & external stakeholders including contracted providers and agencies.
Qualifications and Requirements	Tertiary qualifications in a relevant field, or equivalent work experience, or a combination of study and work experience.
Required Skills and Experience	Demonstrated experience in contract review, negotiation, drafting and preparation within healthcare, public or commercial environments that apply to Australian law. An understanding of operational / business risks associated with outsourcing contracts e.g. legal issues. High level interpersonal skills with the ability to work collaboratively with internal and external stakeholders to deliver shared outcomes of the SWSPHN.

	Excellent communication & problem-solving skills, with the ability to maintain trust and confidentiality. Understanding of procurement / commissioning of services utilising various methods including RFP, RFT, RFQ, EOI and direct engagement, with knowledge of procurement framework processes. Experience in the use of contract management software.
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Key Deliverables

1. Contract Deliverables

- Develop, implement and maintain the contracts management framework and system for relevant programs, ensuring all data is complete, current and maintained, including reporting obligations.
- Establish and maintain contract management plans, incorporating risk management processes.
- Oversee contract transition, closure and completion, in partnership with relevant Managers.
- Provide support and guidance regarding contract development, variations, negotiations and management.
- Ensure contract payment milestones align to, and meet funding milestone obligations
- Facilitate the appropriate handling and escalation of contract disputes to maintain positive supplier relationship.

2. Relationship Management and Capacity building

- Work closely with organisational stakeholders (Program Coordinators, Managers, Executive) to achieve program outcomes via contracting and procurement.
- Scope contract specifications and draft contract and sub-contract documents in partnership with relevant Executives, Managers and/or Program Coordinators.
- Assist the Commissioning Manager to enhance organisational capability to be an intelligent commissioner, consistent with SWSPHN strategic plans
- Act as a point of contact and advice for contractual matters, liaising with staff, legal advisors, suppliers, contractors, and subcontractors.
- Coordinate the distribution of reports in accordance with internal procedures and contract requirements.
- Liaise with Finance to support greater integration between commissioning and financial functions e.g. ensuring payment milestones are built into cashflow forecasts.

3. Contract & Risk Compliance

- Monitor and oversee compliance with contract reporting obligations and acceptance of deliverables including ensuring a system for notifying in advance the relevant persons required to submit reports to ensure timely completion.
- Support Program Coordinators to review and assess deliverables and timelines applicable to contract performance and compliance and prepare reports as required.

- Work with Program Coordinators to review and assess performance of service providers, vendors and sub-contractors to ensure their obligations to SWSPHN are met.
- Provide support to Program Coordinators which enhances organisational capability to undertake responsible contract management.
- Organisational Accountabilities
- Ensure adherence to workplace policies, procedures and systems.
- Enter and maintain up to date information and report on activities in a timely manner.
- Contribute to the integrated management system and ongoing quality improvement activities.
- Contribute to financial efficiency of the business.
- Participate in professional and performance development activities and remain up to date on current knowledge and skills related to the position.
- Represent SWSPHN on relevant committees as required.

4. Procurement / Commissioning

- Support the effective use of contract management and procurement software across Commissioning activities.
- Support the Commissioning Manager with the implementation and ongoing use of contract management software.
- Monitor and oversee the implementation and currency of the procurement processes and systems for SWSPHN Commissioned services, which secures value for money and provides an emphasis on improved outcomes.
- Co-ordinate the development of market approach documentation with relevant SWSPHN staff.
- Work with internal and external stakeholders, to facilitate and oversee the procurement processes.
- Oversee the assessment and evaluation of scored and non-scored criteria of market approaches through evaluation panels.

5. Organisational Accountabilities

- Ensure adherence to workplace policies, procedures and systems.
- Enter and maintain up to date information and report on activities in a timely manner.
- Contribute to the integrated management system and ongoing quality improvement activities.
- Participate in professional and performance development activities and remain up to date on current knowledge and skills related to the position.
- Represent SWSPHN on relevant committees as required.
- Contribute to financial efficiency of the business.

Core Capabilities

Communicate Effectively	Communicate clearly and respectfully, actively listen to others whilst keeping an open mind and respond with respect.	<insert level>
Commit to a Customer Focus	Deliver a high level of stakeholder satisfaction in line with organisational objectives by understanding and striving to exceed expectations.	<insert level>
Learn and Adapt	Show a commitment to learning and seeking new ways to grow and develop by being inquisitive and adapting to change.	<insert level>
Embrace Technology	Maximise efficiency and effectiveness through understanding and using available technologies.	<insert level>
Work Together Collaboratively	Build diverse and positive relationships, working together to achieve a shared goal.	<insert level>
Value Diversity	Show respect for diverse backgrounds, experiences and perspectives.	<insert level>
Solve Problems	Identify and implement solutions to close gaps preventing optimal service delivery to our stakeholders.	<insert level>

Leadership and Management Capabilities

Lead and Develop People	Engage and motivate staff, recognise achievements and develop capability and potential in others.
Manage Change	Support, promote and champion change, and assist others to engage with change.
Shape Strategic Thinking	Communicate goals and inspire purpose and direction.
Achieve Quality Results	Manage resources effectively to achieve organisational objectives whilst applying sound financial and workforce planning principles.

Values

Support SWSPHN values:

- Trust – Maintain mutual respect for one another and act in good faith.
- Empathy – Gather insights and understandings of others' experiences.
- Courage – Strength to lead and innovate.
- Fairness – Make decisions free from bias and discrimination.
- Integrity – Behave honestly and accept personal responsibility for one's conduct.
- Optimism – Present a positive and constructive approach to future events.

Acknowledgement

As the incumbent of the position, I acknowledge the statement of duties, responsibilities and other requirements as detailed in this document. I acknowledge these are not intended to be an exhaustive list of the duties I may be required to perform, rather an indication of the kinds of duties that fall within the scope of the position. I acknowledge that the reporting structure may change over time, and it may affect this position.

Forms

SWSPHN-F-14

Employee Signature	
Date	

Document Control

Document review every (choose most applicable) ☐ 1 year ☐ 2 years ☒ 3 years

Version	Date Commenced	Document Owner	Change Description	Review Date	Approver
V4.0	December 2021	Quality & HR Manager	Review	December 2024	Executive Manager Corporate Services
V5.0	August 2025	Quality & People Manager	Form Review	August 2028	Executive Manager Corporate Services
V6.0	January 2026	Quality & People Manager	Minor Review	January 2029	Executive Manager Corporate Services

This document will remain in effect until replaced.

Remove Document Control table and header from the JD. Remove leadership capabilities if not a people leader role.