

## ROLE OVERVIEW

# Procurement and Contracts Advisor

## POSITION DETAILS

<b>Department / Team:</b> Procurement	<b>Reports to (title):</b> Manager Procurement
<b># Direct Reports:</b> 0	<b># Indirect Reports:</b> 0
<b>Location:</b> Brisbane	<b>Salary Banding:</b> AO6

## THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

Further Information: [www.crossrивerrail.qld.gov.au](http://www.crossrивerrail.qld.gov.au)

## OUR VALUES AND BEHAVIOURS



### WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprises.
- We are curious, asking questions to understand.
- We work through issues together and help each other.



### WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



### WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.



## ROLE OVERVIEW

The Procurement and Contracts Advisor supports the delivery of compliant, value for money procurement and contract management outcomes across the organisation. Working within a partnering model, the role provides practical, customer focused procurement and contracting advice to project teams and business stakeholders, while operating within robust public sector governance and probity frameworks.

Reporting to the Procurement Manager, the role is responsible for supporting and delivering end to end procurement and contract management activities for low to medium risk and complexity engagements. This includes planning, documentation, evaluation, contract formation and contract management support.

The role applies sound judgement and an understanding of public sector procurement obligations to progress procurement activities efficiently and professionally. It operates within established frameworks and delegations, escalating more complex or high risk matters as appropriate.

While the role does not have supervisory responsibilities, it is expected to work collaboratively with colleagues, contribute to a positive team culture, and model professional behaviour consistent with the organisation's values. The role supports continuous improvement by applying consistent processes, maintaining accurate records, and seeking opportunities to improve procurement practices and customer experience.

Consistent with the Queensland Leadership Competencies, the role requires the ability to work with integrity, build effective working relationships, deliver quality outcomes and demonstrate accountability in decision making.

## KEY RESPONSIBILITIES

All duties are to be performed in accordance with the Delivery Authority's policies, procedures, delegations and safety requirements, and in a manner that reflects our values of collaboration, innovation and delivery.

As the Procurement and Contracts Advisor, you will:

- Support end to end procurement and contract management activities, including planning, market engagement, evaluation, negotiation support, contract award and contract management for low to medium risk procurements.
- Provide clear, practical and customer focused procurement and contract management advice aligned with the Queensland Procurement Policy, Delivery Authority Procurement Procedure, probity principles and applicable delegations.
- Prepare and review procurement and contract documentation, including requests for quote, evaluation material, contracts, variations, extensions and supporting schedules, ensuring documentation is accurate, clear and fit for purpose.
- Assist with contract establishment and ongoing contract management activities, including supporting performance monitoring, issue resolution and variation processes.
- Engage constructively with internal stakeholders to understand business needs and translate them into appropriate procurement and contracting solutions.
- Support supplier engagement activities and contribute to maintaining professional and ethical relationships with external providers.
- Identify and escalate procurement and contract risks or issues in a timely manner, supporting the development and implementation of mitigation actions as directed.
- Maintain accurate and complete procurement and contract records in enterprise systems in accordance with governance, audit and recordkeeping requirements.
- Contribute to the continuous improvement of procurement processes, templates and tools, and actively seek opportunities to improve efficiency and customer experience.
- Demonstrate integrity, discretion and professionalism at all times, including appropriate management of confidential information, conflicts of interest and probity considerations.
- Contribute to the development, implementation and continuous improvement of procurement and contract management frameworks, tools and processes that support informed decision making and delivery certainty.
- Demonstrate integrity, discretion and professionalism at all times, including the appropriate management of confidential information, conflicts of interest and probity risks.



## KEY COMPETENCIES

### Technical and Professional Capability

- Demonstrated experience or developing capability in procurement and contract management within a regulated or complex organisational environment.
- Ability to interpret and apply procurement policies, procedures, delegations and governance requirements with guidance.
- Understanding of probity, confidentiality, ethical decision making and public sector accountability obligations.

### Delivery and Working Under Pressure

- Ability to manage competing priorities, meet deadlines and maintain accuracy and compliance in a delivery focused environment.
- Sound problem solving skills, with the ability to identify issues and seek appropriate guidance to resolve them.

### Communication and Influence

- Well developed written and verbal communication skills, with the ability to prepare clear documentation and provide practical advice to stakeholders.
- Ability to build effective working relationships through collaboration, professionalism and respectful communication.

### Systems, Governance and Discipline

- Experience using procurement, financial and document management systems such as TechnologyOne and TRIM, or a demonstrated ability to quickly develop proficiency.
- Commitment to disciplined recordkeeping, governance requirements and continuous improvement.

### Collaboration and Leadership Behaviours

- Ability to work both independently and as part of a team, contributing positively to shared objectives.
- Demonstrated alignment with the Queensland Leadership Competencies, particularly:
  - Leads with integrity
  - Builds enduring relationships
  - Makes insightful decisions