



## JOB APPLICATION PACKAGE – CONTRACTS ADMINISTRATOR



### About Aqwest

#### **AQWEST is the trading name of the Bunbury Water Corporation**

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of Aqwest occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with Aqwest. We use the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

At Aqwest, we want our people to be creative, to collaborate and have the courage to make decisions, plus have the know-how and initiative to tackle every challenge. Our strength is our people, our diversity, and a work environment where everyone is treated with respect and empowered to grow and succeed in their roles.

#### **Location, Location, Location!**

Bunbury is located 175km south of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides, including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

## Benefits

### **Short Guide to Employee Benefits**

In addition to being a great place to work with great people, Aqwest provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at Aqwest.

<b>HEALTH AND WELLBEING</b>	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by Aqwest for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to four per family unit.
Physiotherapy	On site physiotherapy sessions available weekly
Shower Facilities	Access to shower, change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees' use.
Parking	Free On-site parking
<b>WORKPLACE</b>	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> <li>• Corporate Induction</li> <li>• Safety Induction</li> <li>• Human Resources Induction</li> <li>• Equal Employment Opportunity, Access and Inclusion</li> </ul>
Learning & Development	Employee are provided with ongoing learning and development opportunities
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life – are by arrangement between Aqwest and employee. Arrangements include: <ul style="list-style-type: none"> <li>• Flexitime, which allows employees to alter start and finish times and have time off for other commitments.</li> </ul>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	Aqwest provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
<b>LEAVE</b>	
Annual Leave	Consists of four weeks annual leave paid after twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	Paid personal leave is available to employees for the following: <ul style="list-style-type: none"> <li>• Illness or injury.</li> </ul>

	<ul style="list-style-type: none"> <li>• Caring for immediate family or household members who are ill and require care.</li> <li>• Unexpected emergency affecting the staff member.</li> </ul> <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	Paid leave on gazetted Public Holidays:
Additional Leave days	2 additional paid leave days (1 at Easter, 1 at New Year)
Long Service Leave	Employees receive 13 weeks of leave for 10 years of continuous service. An additional 13 weeks is available after each subsequent period of 7 years of continuous service.

## Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

### Our Values



Accountability



Integrity



Respect



Transparency

## Employment Conditions

<b>Location</b>	Water Services Centre – 5 MacKinnon Way, Bunbury
<b>Award Conditions</b>	Aqwest Enterprise Agreement 2017
<b>Salary</b>	Level 6, \$89,018 - \$95,767 dependent on experience and/or qualifications Probationary Period – Three (3) months from commencement date
<b>Superannuation</b>	Aqwest pays the superannuation guarantee (9.50%) plus an additional 1%. The 10.50% is paid into a fund of the employee's choice
<b>Qualifications</b>	Relevant Tertiary qualifications
<b>Hours of Work</b>	76 hours per fortnight plus reasonable overtime

<b>Pre-employment</b>	<p>Applicant(s) may be required to undertake the following;</p> <ol style="list-style-type: none"> <li>1. Full pre-employment medical assessment</li> <li>2. Psychometric test</li> <li>3. Saville Expert Assessment</li> </ol> <p>Costs will be met by Aqwest</p>
<b>National Police Clearance</b>	<p>The recommended applicant will be required to provide a current National Police Clearance</p> <p>Cost will be met by Aqwest</p>
<b>Closing Date</b>	<p>4:00pm Friday 2 October 2020</p> <p><b>Late applications will not be accepted.</b></p>

## How to Apply

### Preparing your Application

Aqwest is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the position description.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

<b>Addressing the Selection Criteria</b>	<p>Please address each element of selection criteria listed in the Position Description as attached. No more than 1 paragraph per criteria.</p> <p>The key is to:</p> <ul style="list-style-type: none"> <li>• Demonstrate capability by providing evidence of how you meet the selection criteria.</li> <li>• Provide specific and relevant details.</li> <li>• Where possible, include an indicator of success or a result.</li> </ul>
<b>Covering Letter</b>	<p>The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)</p>
<b>Comprehensive Curriculum Vitae</b>	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p>

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When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.

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**Formal Qualifications**

Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.

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**Referees**

You will be requested to provide referee contact details if you are shortlisted for interview.

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Applications are to be submitted by email to IPS Management Consultants at [careers@ipsau.com.au](mailto:careers@ipsau.com.au)

Any questions can be directed to Jan Ferraz at IPS Management Consultants:  
[jan.ferraz@ipsau.com.au](mailto:jan.ferraz@ipsau.com.au), 0439 932 308.

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**Our Selection Process**

**Fairness and Equity**

Aqwest seeks to build a diverse workforce and is committed to ensuring that our recruitment and selection process is always fair and equitable.

**Selection for Interviews**

A panel will shortlist applicants for interview. This process may take up to two weeks after the closing date.

If you are selected for an interview, Aqwest will contact you to organise a mutually convenient time to be interviewed. All interview questions will be based on the selection criteria for the position.





**During the Interview**










Each applicant will be interviewed by the same interview panel and assessed in the same manner.




**Interview Outcomes**







All candidates will be contacted within a few weeks of the interview.






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Aqwest – Position Description				
Position Title	Procurement and Contract Administrator	Classification	Level 6	
Reports To	General Manager Financial Services			
Our Values	 Accountability	 Integrity	 Respect	 Transparency









Qualifications/Certificates/Licences	Behaviours/Competencies
<ul style="list-style-type: none"> <li> Relevant tertiary qualification or equivalent experience</li> <li> C Class Drivers licence</li> </ul>	<ul style="list-style-type: none"> <li> Building Relationships</li> <li> Evaluating Problems</li> <li> Communicating Information</li> <li> Providing Support</li> <li> Structuring Tasks</li> <li> Working with details</li> <li> Working with Systems/ Logic</li> </ul>

Position Objective
<ul style="list-style-type: none"> <li> Responsible for developing procurement strategies and managing sourcing initiatives</li> <li> Responsible for establishing and overseeing the implementation of contracts.</li> <li> Create and support an efficient, one team approach and structure aligned to the Aqwest corporate vision:</li> </ul> <p><i>“To be an independent, viable, and competitive water utility in the Western Australian water industry”.</i></p>

In this role you will:
<ul style="list-style-type: none"> <li> Ensure that Aqwest’s procurement function is compliant with relevant legislation, regulations, and standards.</li> <li> Develop, implement, and maintain the Procurement and Contract management framework</li> <li> Provide the primary point of contact and internal support for procurement and contract administration matters</li> <li> Develop and execute procurement plans and co-ordinate supplier relationship management activities</li> <li> Prepare, administer, and manage tender and contract documents</li> <li> Coordinate and manage procurement evaluation and award processes</li> </ul>

-  Review and submit procurement exemptions to the Executive for endorsement
-  Measure, monitor and manage on-going contract performance
-  Assist with budget analysis and forecasting
-  Positively participate in Aqwest processes, policies, working groups and other initiatives
-  The duties contained in this position description are to be used as a guide only for the position

### Skills/Attributes and Experience (Selection Criteria)

-  Knowledge and demonstrated experience in procurement and contract management
-  Knowledge and demonstrated experience in procurement planning and supplier relationship management
-  Comprehensive working knowledge of procurement and contract management legislative requirements, in particular the regulatory environment applicable to Government Trading Enterprises
-  Strong consultation and communication skills
-  Well-developed analysis and problem-solving skills
-  Excellent interpersonal skills and ability to communicate effectively both verbally and in writing
-  High attention to detail
-  Ability to work autonomously, positively and achieve outcomes