

IT Contracts Coordinator

Digital Business Solutions

Academic Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About Digital Business Solutions

Digital Business Solutions (DBS) provides support for staff and students across a range of information and technology services. DBS uses technology to create value for our student and customers through the portfolios of Learning and Teaching, Research and Innovation, and Professional Services.

DBS embraces digital transformation as being fundamental to our service in supporting QUT's aspirations outlined in Blueprint 6.

DBS provides value across a number of functional units: Digital Design, Digital Environment & Client Support, Digital Innovation and Intelligence, Infrastructure & Operations, Corporate Education & Research Applications and Student Systems.

About the Position

The IT Contracts Coordinator is responsible for the delivery of high quality support in the management of IT Contracts.

The role assists with all aspects of IT contract management including development of draft category management plans, draft contracts, and contractual correspondence, monitoring of contract and progress status, ensuring that a governance process is in operation and contractual requirements are complied with, and reporting on performance.

This position reports to the Business Operations Manager for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Support the Business Operations Manager with leading the administration of IT contracts to ensure compliance with commercial and legal requirements.

- Provide expert advice of category management to support the Category owners with management plans.
- Monitor contract status across the suite of IT contracts ensuring ongoing currency.
- Work closely with appropriate stakeholders to monitor and compile reports on vendor and supplier performance.
- Draft contract-related documentation throughout the contract lifecycle.
- Manage day-to-day vendor and supplier relationships as their main point-of-contact and escalate issues as appropriate.
- Build effective relationships with key points-of-contact in supporting Divisions such as Finance and Procurement; and develops an integrated approach to contract management to align review and budget monitoring processes.
- Manage purchase orders in accordance with contract requirements.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Relevant education, training and/or experience equivalent to the completion of a postgraduate degree or equivalent relevant experience in contracts management within an information technology area for a large organisation.
2. Demonstrated experience in contributing as a technical expert as part of a team, and implementing improvement strategies that support effective response to client needs, and achievement of organisation goals

3. Proven analytical and problem solving skills, with demonstrated experience in identifying and conceptualising client requirements, designing and developing solutions, and deploying and implementing solutions using contemporary technologies.
4. Demonstrated ability to maintain productive and collaborative working relationships, including the ability to develop and present concepts and negotiate with and influence a diverse range of stakeholders.
5. Proven planning and organisational skills, with experience establishing own and workflow priorities, and working across a diverse number of initiatives within tight and competing timelines.
6. Demonstrated analytical ability to resolve commercial issues and minimise risks within a contract support environment.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,814 to \$140,187 pa. Which is inclusive of an annual salary range of \$114,040 to \$119,470 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.