



Contracts and Compliance Coordinator

Position Description

POSITION DESCRIPTION

1. POSITION DETAILS			
Position:	Contracts and Compliance Coordinator	Position classification:	<i>Local Government Industry Award 2020 Level 5</i>
Directorate:	Corporate	Employment type:	Permanent full-time
Department:	Corporate/Strategy & Governance	Location:	Shire Administration Office
Responsible to:	HR & Contracts Manager		
Oversight of:	N/A		
Internal and External Liaison:			
Internal	Shire staff and Councillors		
External	Contractors Government Agencies Ratepayers		
2. POSITION SUMMARY			
<ul style="list-style-type: none"> • Maintenance and administration of contracts and leases register, supporting the preparation, negotiation, and monitoring of contracts. • Coordinating the administrative processes for regulatory services, including managing development and building application timeframes, facilitating documentation, and ensuring accurate record-keeping. • Providing research support, contributing to customer enquiry responses, and assisting with regulatory processes such as property disposals. • Maintaining record-keeping standards, supporting Freedom of Information and Privacy and Responsible Information Sharing requests, and collaborates with governance staff to maintain effective governance systems. • Development of procedures and process mapping for administrative staff that enhance compliance, record management, and customer service outcomes. • Contributing to governance and compliance projects as directed. 			
3. KEY DUTIES/RESPONSIBILITIES			
<p><u>Contracts</u></p> <ul style="list-style-type: none"> • Maintain contracts and leases register for staff reference. • Collaborate with the HR & Contracts Manager on the preparation and finalisation of contracts. • Monitor contract compliance and liaise with stakeholders on provision of required insurances, contract renewals and maintenance. • Undertake contract negotiations with outside stakeholders, including service providers and community stakeholders. • Undertake filing using Synergysoft and internal filing procedures. • Manage Shire leases including leasing Shire assets to external parties (e.g. Sporting complexes) and entering leases on behalf of the Shire (e.g. staff housing). 			

Compliance

- Manage scope of building and development applications, including observing legislated time limitations.
- Provide administrative support to the Regulatory Services Team, including facilitation of execution of documents, coordination of submission of council reports and maintenance of accurate records.
- Undertake research for Regulatory Services Team.
- Collaborate with the Customer Service Team to respond to customer enquiries.
- Develop working procedures to promote compliance in administration, record keeping and customer service.
- Assist the Chief Executive Officer and Executive Assistant with regulatory processes including property disposals
- Liaise with government departments in relation to compliance, regulatory and contract matters.

Governance and Records Compliance

- Monitor staff compliance with record-keeping requirements
- Assist with responding to Freedom of information and privacy and responsible information sharing requests.
- Collaborate with the Senior Executive Assistant and Governance Officer and Governance Support Officer on compliance with governance standards.
- Complete Governance and Compliance projects as directed by the Chief Executive Officer or the HR & Contracts Manager.

4. POSITION REQUIREMENTS

- Experience in local government, planning and/or administrative roles.
- C Class drivers Licence
- Self-motivation, discipline and ability to manage competing deadlines
- Ability to work both independently and collaboratively, and manage time effectively with initiative to solve problems.
- Written and verbal communication encompassing report writing.
- High level of honesty, reliability, and punctuality.
- Highly developed organisational and administrative skills, with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and achieve outcomes.

Experience

- Applying and interpreting legislation.
- Maintaining registers.
- Preparing reports.
- Developing and reviewing working procedures.
- Managing key stakeholders to ensure positive outcomes.

5. EXTENT OF AUTHORITY

- The extent of authority for the position is in accordance with Council policies, procedures and delegations.
- Work outcomes monitored, and role subject to key performance indicators

6. WORK HEALTH AND SAFETY

- Work with care for own health and safety and that of others
- Participate in development of safe work procedures
- Participate in training
- Use equipment properly and report any faults or damage
- Use personal protective equipment as directed
- Report hazard and incidents to Manager
- Follow all reasonable policies and procedures


Approved by the Chief Executive Officer

Date: 28 / 5 / 2026