

POSITION DESCRIPTION



CONTRACTS OFFICER

Finance and Organisational Processes

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Contracts Officer (Part-time – 0.4 EFT)
PROGRAM:	Finance and Organisational Processes
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position reports directly to the Manager, Risk Compliance and Systems Improvement. This position doesn't have any direct reports.
EFFECTIVE DATE:	July 2024

Position Purpose

- To maintain the contracts register of the organization including Tickit.
- To support the risk and compliance team by monitoring various inboxes and actioning urgent tasks as required.

- To support the risk and compliance team by supporting the various workplans.

Program Purpose

Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

Finance and Organisational Processes

Finance and Organisational Processes is responsible for financial administration, human resources, operations, quality, risk and compliance, ICT and payroll of Jesuit Social Services and is located at Central Office.

Duties of the position

- Monitor communications to various team inboxes, including those regarding contracts and incident reporting. Assessing urgency and assigning tasks to relevant staff.
- Action emails received to the contracts inbox, including distribution of tasks and maintenance of Tickit. Action of emails received to other inboxes as required.
- Manage review processes for various internal registers, including coordination of updates, audits and reviews as required.
- Generation of various reports to management and stakeholders to support the risk and compliance function, including ongoing monitoring and revision.
- Support the risk, compliance and internal audit workplans including document revision, liaison with internal and external stakeholders, and support of long term system improvement projects.

Key Selection Criteria

1. Understanding of and experience in risk management
2. Tertiary qualification/s and/or relevant experience in compliance, risk management or related fields,
3. Ability to work with databases; proficiency in Excel and Outlook.
4. Superior written and verbal communication skills and attention to detail.
5. Capacity to fulfil reporting and administrative requirements associated with the position.

Key Performance Indicators

- The Contracts and Incidents Registers are maintained in a timely manner.
- Annual risk register is reviewed and provided to the Board as per the Board Workplan.
- Internal audits are completed as per the Internal Audit Workplan.

- Risk, audit and incident reports are prepared to meet Board and Committee reporting requirements.
- Key organizational priority projects implemented as planned.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders.
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements.
- Communicate clearly with others.
- Manage competing priorities in a high-volume work environment.
- Fulfil the reporting and administrative requirements associated with the position.
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs.
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development.
- Commitment to risk management and continuous quality improvement processes.
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services.

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+.
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
- Demonstrate an understanding of the identity and ethos of Jesuit Social Services.

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence (desirable)
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
Executive Director, Finance and
Organisational Processes

Position Description Review Date:
2 years from effective date