

Position title: Contract & Commercial Specialist	
Classification: Band 7	Effective Date: June 2026
Reports to: Senior Contract & Commercial Specialist	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



Goal Statement

The role will be responsible for supporting the organisational approach to strategic sourcing and contract management and facilitating organisational capability. The intent of the role is to support the leadership team in effectively developing and managing contracts which positively impact the community.

Key Responsibilities

Position Specific Responsibilities

- Coordinate the organisational approach to developing and improving strategic sourcing and contract management practice.
- Embed the organisational contract management approach, including the contract management approach within WCC's project management framework where applicable. This includes ensuring compliance with organisational contract policies and processes.
- Developing, implementing and managing contract management activities, training and processes.
- Manage assigned contracts and/or categories, including negotiation, risk management, performance and financial monitoring, in collaboration with the Procurement Team.
- Develops high risk contracts and procurement documentation, including contract and/or category management plans.
- Complies with and advises on government procurement and contract management policies to drive value for money outcomes.
- Monitors, evaluates and reports on risk and contract performance against KPIs and requirements, and implements strategies to drive value for money outcomes.
- Explores innovative procurement and contract management solutions to solve complex contractual issues.
- Manages and analyses contract expenditure to ensure operation within the budget and the achievement of value for money outcomes.
- Advises on the use of procurement systems to maintain accurate contract records and ensure compliance with procurement requirements.
- Interprets contract requirements, terms and conditions and ensures that all parties understand and deliver on their responsibilities.
- Provides advice on leveraging relationships with strategic suppliers and customers to manage risk, address issues and maximise contract value.
- Participates in negotiation strategies and supports contractual negotiations under guidance
- Assists the organisation undertaking tenders, evaluations and negotiations to drive best value



- Actively supports, participates and influences the full range of activities associated with sourcing for those contracts deemed by Executive team and Commercial Manager to be focus areas
- Fosters appropriate negotiation strategies, including BAFO outcomes – for all sourcing activities.
- Conducts market research to support contract management decisions under guidance
- Assists with analysis of contract pipeline and works with key internal stakeholders to identify projects and opportunities that deliver positive benefits to the organisation and the Community.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

- Assists in the development, interpretation and continuous improvement of contract management policies, frameworks and guidelines under guidance
- Provides specialist advice to support organisational initiatives and decision-making
- Exercised autonomy in determining approaches for resolving complex commercial and contractual issues.
- Decisions and recommendations primarily influence outcomes within assigned responsibilities, supporting organisational objectives under guidance

Judgement and Decision Making

- The position is accountable to the Senior Contract & Commercial Specialist
- The position has authority and freedom to act within established operational and budgetary guidelines and the provision of various Acts, regulations, codes and City policies.
- Decisions and actions primarily affect outcomes within assigned responsibilities, supporting organisational objectives under guidance
- Expected to develop new procedures, tools or approaches when existing methods are insufficient to address emerging risks or opportunities.



- Exercises judgement in resolving commercial disputes under guidance, escalating high-risk matters as required.
- Provides recommendations on commercial and procurement decisions under guidance.

Specialist Knowledge and Skills

Qualifications and Experience

- Relevant qualifications in procurement, law, commerce, business or economics and/or 5+ years equivalent industry experience.
- Demonstrated experience in strategic sourcing and contract management, preferably in a collaborative and/or advisory role.
- Acute business acumen and understanding of organisational issues/challenges relating to capturing and the realisation of commercial benefits from contract development and management.
- Promote the principles of risk management as applied to contract management, to identify and mitigate risk.
- Uphold effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes.
- Assist contract managers in the resolution of commercial disputes within assigned programs or contracts.
- Sound knowledge of budgeting and relevant accounting and financial procedure.
- Demonstrated analytical and evaluation skills and competencies to enable the ability to develop innovative solutions to problem solving through judgement, research, decision making and negotiation.
- Working with Children Check.

Interpersonal Skills

- Demonstrated high level oral and written communication skills with the ability to communicate, negotiate and work collaboratively with a range of stakeholders.
- Demonstrated ability to negotiate with and influence stakeholders to achieve outcomes in a complex political environment.
- The ability to gain cooperation and assistance of stakeholders to discuss and resolve problems and identify solutions to new business problems.
- Highly developed influencing and negotiation skills.
- Resilience in a challenging work environment with conflicting priorities and interests.
- Facilitates resolution of commercial issues under guidance, escalating high-risk matters as required.

Key Relationships:

- The position liaises with management and staff at all levels up to and including the Executive Leadership Team.
- The position provides advice on contract management across all organisational service areas and initiatives.
- The position works closely with all current and future contract management to improve contract performance management, vendor relationships and service outcomes.
- The position works closely in a trusted and collaborative relationship with the Procurement Business Unit to align contract management capability with the procurement policy, practice and systems. Supports the procurement team in all their respective processes.
- Where required, liaise and communicate with external stakeholders.

Management Skills

- A relationship builder who strives to develop and maintain positive relationships within a political environment.
- A strong conceptual and strategic thinker with excellent problem-solving abilities.
- A demonstrated ability to consider multiple perspectives and consider complex information within a multifaceted and complex changing environment.
- Ability to make professional judgements and decisions under guidance, supporting the delivery of targeted outcomes

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

Key Selection Criteria

- Relevant qualifications in procurement, law, commerce, business or economics and/or 5+ years equivalent industry experience.
- Demonstrated experience in strategic sourcing and contract management, preferably in a collaborative and/or advisory role.
- Demonstrated analytical and evaluation skills and competencies to enable the successful candidate to deliver in accordance with the requirements of the role

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments



Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position		Rarely	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking to meetings	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Rarely	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	