

Contracts and Performance Manager

Coonamble Aboriginal Health Service (CAHS) is seeking an enthusiastic person to fill the position of Contracts and Performance Manager. This role will work closely with the Executive Team with overseeing and reporting on all State and Commonwealth Government Contracts, Activity Work Plans and Funding Opportunities delivered by all CAHS services.

The Contracts and Performance Manager will play a vital role within CAHS. The role will focus their skills and ability on aligning government contract activities with reporting to Government and Funding bodies in relation to all funded contracts that CAHS delivers on, across the West and Far West Regions of NSW.

The Role

We have an opportunity for a highly motivated and self-driven person to join our Organisation. This position is a newly created position which will be responsible for the completion and management of all contracts to ensure defined outcomes are delivered to high standards and meet expected KPI's across the entire organisation.

The Contract & Performance Manager will be responsible and accountable for:

- Supporting the Executive and Managers with collating data and narrative writing of KPI's in relation to all State and Commonwealth funded projects.
- Maintaining strong relationships with internal and external stakeholders funding bodies, to help facilitate the effective management and completion of all reporting contracts.
- Reporting to Government on the contractual relationships through funded contracts services with State and Commonwealth policies and guidelines.
- Supporting tender approaches including the development of documentation, review of submissions and recommendations.
- Collaborating and supporting the co-design of new activity and related outcome with other collaborating organisations.

Criteria

CAHS are seeking a highly skilled administrator and communicator, who can multitask whilst working on multiple Government Contracts, Activity Work Plans and Government Portals.

- Tertiary qualification in a health-related discipline, public administration, business management, health administration or related discipline or demonstrated experience in a related field.
- Knowledge and experience within the ACCHO sector.
- Experience in delivering results in Contract outcomes in the Aboriginal Primary health sector or related field.
- Ability to understand legal contracts and reporting relating to State and Commonwealth Funding Contracts and portals.
- Considerable experience in reporting on contracts, narrative writing and/or relevant project management experience.
- Strong communication and negotiation skills, with the ability to prepare detailed business documentation to State and Commonwealth Governments.
- Experience in leading and delivering results across multiple projects and competing priorities.
- Ability to work with minimal supervision, as part of a team and across business areas, functions, and organisations.

Remuneration will be based on qualifications and experience. The position can be based in either Gilgandra, Dubbo or Coonamble.

All applications must include a **current resume** along with **cover letter addressing all Key Selection Criteria and Additional Factors** and be received by no later than 5pm Friday 30th May 2024.

Applications can be sent to PhilN@ctgservices.com.au or PO Box 36, Coonamble NSW 2829 (Please note, all mail must be received by the closing date).

