

POSITION VACANT

Contracts Specialist



Newcastle Coal Infrastructure Group (NCIG) own and operate one of Australia's major coal export terminals. Located on Kooragang Island, NCIG operations include rail, coal storage, ship loading facilities and associated infrastructure which is connected to the Port of Newcastle. NCIG is an organisation built on people who work together as a team and are committed to continually improving our business as a valued partner in the coal industry and the community in which we operate. Modern facilities and state of the art equipment combined with innovative thinking and a unique culture makes NCIG a safe and sought-after place to work. We believe that our people are the heart of our business and the key to our success. We provide a supportive environment with a focus on inclusiveness and personal development.

An exciting new opportunity is now available for a highly motivated and passionate Contracts Specialist to join our dynamic Commercial Team.

About the role:

If you are a strategic thinker with a knack for building strong stakeholder relationships and providing expert guidance on complex contract and procurement issues, then this role is for you!

The **Contracts Specialist** is responsible for managing, reviewing, and negotiating a wide variety of contracts to deliver valuable solutions for project works, goods and services ensuring the effective operation of NCIG. Reporting to the Commercial Manager, the Contracts Specialist plays a pivotal role within the Commercial team and is responsible for the meticulous management and coordination of all contracts, ensuring compliance with legal requirements and company standards.

What you will do:

- Draft, review, and negotiate contracts, including vendor agreements, service agreements, and confidentiality agreements
- Work closely with internal departments to gather necessary information and requirements for contract development ensuring contracts meet legal, regulatory, and NCIG standards and framework
- Maintain accurate records of all contracts and related documentation
- Provide advice and support to internal stakeholders on contract-related matters
- Monitor contract performance and compliance, addressing any issues that arise

- Conduct risk assessments and recommend mitigation strategies
- Performing high risk and strategic procurement, including project works and long-term commitments
- Work collaboratively with the Procurement Specialist in managing all ongoing contracts, including renewals, negotiations with suppliers, and future requirements.

To thrive in this role, you will have:

The ideal candidate will have a strong understanding of contract law, excellent analytical skills, and the ability to work effectively with cross-functional teams. You will be a strong communicator with stellar negotiation skills and the ability to juggle multiple priorities in a dynamic, fast-paced environment. Potential candidates should have:

- Bachelor's degree in law, business administration or related field, or equivalent related experience
- Minimum five years' experience in contract management
- Demonstrated experience and understanding in procurement management
- Sound experience running complex tenders
- Extensive experience with complex contractual disputes and claims
- Sound experience in negotiating terms related to costs, contract requirements, liability, resourcing and timetables
- Strong business acumen and current knowledge of appropriate legislation
- Ability to think at a strategic level whilst also being customer focused and team orientated.

If this sounds like you, **APPLY NOW** for your chance to join our dynamic team of highly skilled professionals operating one of Australian's leading coal export terminals right here in beautiful Newcastle.

The diversity of our people is one of our greatest assets and we are committed to fostering a diverse and inclusive workplace for all employees. We are an equal opportunity employer and encourage applications from candidates with a variety of experience and backgrounds.

Why join our team:

- Competitive salary and annual performance bonus scheme (up to 15% of salary)
- 5 weeks annual leave
- Health and wellbeing programs
- Fully paid gym memberships
- Salary continuance insurance
- Salary sacrifice arrangements
- Study assistance
- Paid parental leave.

Interested? Apply Now!

Apply now for your chance to join our team of highly skilled professionals operating one of Australian's leading coal export terminals. We encourage you to visit our website to find out more about our operation and to obtain a copy of the position description, www.ncig.com.au . Applications for the role must be submitted via Seek.com.

Applications close: Sunday, 14 July

POSITION DESCRIPTION

Position Title: Contracts Specialist	Location: Newcastle
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Primary Purpose of the Position

Reporting to the Commercial Manager, the primary purpose of the Contracts Specialist role is to establish strong stakeholder relationships both internally and externally, while providing advice on complex contract and procurement issues, dispute resolution, contract management, strategy, risk allocation, contract preparation and contract administration. The role includes assessing contractual claims, negotiating disputes and applying critical thinking and strategic analysis to recommend improvements beyond cost considerations.

Reporting Relationships

Position Reports to:	Commercial Manager	
Roles reporting to this position: (D) Direct (ID) Indirect	NA	
Other Key Contacts:	Internal: <ul style="list-style-type: none"> • ELT • Commercial Team • All contract owners 	External: <ul style="list-style-type: none"> • Contractors • Consultants

Major Accountabilities/Responsibilities

Major Accountabilities		Outputs (Key Performance Indicators)
1.	Health, Safety and Environment Contribute to HS&E systems development and implementation. This covers: <ul style="list-style-type: none"> • A Safety Management System; • Safe systems of work; • Effective induction; • Training systems that support HS&E objectives. 	<ul style="list-style-type: none"> • Safety Management System in place • Training schedule compliance • Zero harm focus. • Pre-qualification Safety Audit and governance program in place and executed • Demonstrated auditable compliance with policies, systems and statutory requirements. • Minimised environmental impacts from operations activities.



Major Accountabilities		Outputs (Key Performance Indicators)
2.	<u>Contract Management</u>	<ul style="list-style-type: none"> • Maintain a commercial focus and ensure necessary systems, processes and protocols are in place to assist Contract Owners to operate in a coherent, efficient and effective manner • Plan and forecast contract renewal • Analyse and reporting on contract spend, rates, completion, quality, disputes, delays and variations. • Evaluates or monitors contractor performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations • Ensure contract milestones are monitored and complied with • Collaborate with Contract Owners to build strong relationships and provide mentoring and development opportunities to drive successful outcomes. • Ensure all relevant insurances are in place prior to works commencing and reinstated when expired.
3.	<u>Risk Management</u>	<ul style="list-style-type: none"> • Advise stakeholders on contractual/commercial risk. • Identify contractual risks and develop mitigation strategies. • Work with stakeholders and Contractors on agreeable terms, which mitigate risk to NCIG.
4.	<u>Dispute Management</u>	<ul style="list-style-type: none"> • Serves as a primary liaison with Contract Owners and Contractors to ensure compliance with contract specifications and resolution of disputes and issues, as they arise • Arbitrates claims or complaints occurring in performance of contracts • Provide sound advice on contractual issues and work with stakeholders on finding suitable solutions
5.	<u>Procurement Support</u>	<ul style="list-style-type: none"> • Support all procurement activities by identifying clear risk and suggesting contractual solutions to mitigate it • Work collaboratively with the Procurement Specialist in performing high risk and strategic procurement.



Major Accountabilities		Outputs (Key Performance Indicators)
		<ul style="list-style-type: none"> Clearly identify risks and develop appropriate contractual mechanisms for appropriate risk allocation and mitigation Procurement objectives align with business objectives & plan Use data and analytics to identify opportunities and translate these into commercial results Ensure procurement process provide long term value for money
6.	Governance	<ul style="list-style-type: none"> Ensure commercial policies and procedures are followed Advise stakeholders to applicable policies and procedures. Ensure compliance with NCIG’s Approvals Framework
7.	NCIG Values & Teamwork:	<ul style="list-style-type: none"> Build mutually beneficial and constructive collaboration between the Contract Owners and Contractor Manages relationships and ways of working with key suppliers that ensures continuous improvement in the delivery of goods/services that meet business requirements Active leadership support for Commercial Manager and senior leadership group.

Education & Experience

Essential:

- Bachelor’s degree in law, business administration or related field, or equivalent related experience
- Minimum five years' experience in contract management
- Demonstrated experience and understanding in procurement management
- Sound experience running complex tenders
- Extensive experience with complex contractual disputes and claims
- Sound experience in negotiating terms related to costs, contract requirements, liability, resourcing and timetables



Personal Attributes

Outstanding:

- Customer focussed
- Investigative and enquiring
- Strong analytical and problem-solving skills
- Business acumen
- Up-to-date knowledge of appropriate legislation
- Well-developed communication, negotiation and influencing skills
- Superior planning and organisational skills
- Action oriented
- Initiative

