

Position Profile

Contract Administrator

Designation:	Contract Administrator
Reporting to:	General Counsel
Team:	Legal
Direct reports:	N/A
Based in:	Subiaco, Perth

About AWC

AWC is a pragmatic global conservation leader, restoring landscapes and securing the future of Australia's most endangered wildlife through science-led, measurable impact at scale. Inspired by the richness of Australia's biodiversity, we are united by a shared commitment to protect its unique animals and habitats.

Delivering this mission depends on OneAWC: a cohesive, engaged and high-performing organisation, guided by strong leadership and shared values. Every role at AWC contributes to our mission and works collaboratively towards shared conservation, safety and organisational outcomes.

AWC Values

All roles at AWC are expected to demonstrate the following values:

- **Accountable** – taking ownership of our actions and outcomes
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Sustainable** – delivering long-term financial and ecological viability.

Inherent Requirements of the Role

AWC operates across diverse landscapes throughout Australia, including regional, rural and remote locations. This role may require travel to, and work at, conservation sites that are geographically isolated and logistically complex.

Work in these environments can be physically, mentally and environmentally demanding. Conditions may include limited access to services, variable or extreme weather, extended travel times and periods away from home. Depending on operational needs, the role may involve outdoor work, walking on uneven terrain, manual handling or carrying equipment, driving manual 4WD vehicles, and complying with AWC health, safety and biosecurity procedures. The role holder must be able to safely and effectively perform these inherent requirements, with reasonable adjustments where appropriate.

Role Purpose

The Contract Administrator serves as AWC's central point of coordination, and support for contract management, including intake, triage, identification of internal specialist advice, documentation, approvals, execution, record-keeping, variations, renewals and extensions. The role provides first-line guidance on AWC's contracting processes, approved templates and supporting documentation requirements.

The Contract Administrator will identify potential risks early, facilitate referral to the appropriate decision-makers and ensure contracts are managed in accordance with delegated authority requirements. The role also supports improved consistency, visibility and governance across AWC's contracting activities, while building staff capability through guidance, resources and training.

Critical Competencies

- **Contract lifecycle capability:** Practical knowledge of contract administration across intake, review, negotiation, execution, records, performance monitoring, variation and renewal.
- **Risk awareness and judgement:** Sound judgement in identifying contractual, process and compliance issues, assessing their significance and escalating matters promptly. The role identifies potential legal issues but does not provide legal advice.
- **Communication skills:** Clear written and interpersonal communication, strong attention to detail and the ability to explain process requirements in plain English to a diverse range of stakeholders.
- **Getting things done:** Strong organisation, prioritisation and follow-up skills, with the demonstrated capacity to manage multiple matters, maintain accurate records and adjust to changing priorities.
- **Assessment capability:** Logical reasoning and sound judgement, including the ability to interpret policies, templates, approvals and supporting documents and draw practical conclusions.
- **Engaging others:** Ability to build effective working relationships, coordinate input across teams and constructively guide staff through contracting requirements.
- **Systems and document control:** Proficiency in the use of standard business software, including Word, Outlook and Excel.
- **Continuous improvement:** A practical improvement mindset, identifying recurring process issues and translating these into useful checklists, guidance, training and workflow improvements. .
- **Professional working relationships:** demonstrated experience working respectfully and professionally with others, including in diverse, remote or high-risk environments
- **Conservation commitment:** A genuine interest in AWC's conservation purpose and willingness to work collaboratively in support of that purpose.

Qualifications

- A relevant qualification in contract management, procurement, project management, business or a related discipline is desirable.

Licences/Certificates

- Legal right to work in Australia.

Experience

- Experience in contract administration, procurement, project administration or a comparable field.
- Demonstrated experience applying process requirements consistently and maintaining accurate records.
- Working knowledge of procurement controls, insurance requirements and contract lifecycle processes.

- Experience supporting remote operations or a geographically dispersed organisation is desirable.

Key Outcomes and Responsibilities

1. Contract intake, triage and risk assurance
Key activities and responsibilities: • Receive and triage contract requests, confirming the business owner, contract type, scope, counterparty, value, timing and required supporting material. • Identify the appropriate approved template or contracting pathway and whether Legal, Finance, HSE, Information Technology, People or other specialist input is required. • Identify and provide guidance on non-standard terms, missing approvals, inadequate insurance, unusual payment arrangements, high-risk activities, potential conflicts and other exceptions. • Prioritise matters having regard to urgency, complexity and risk, and provide clear guidance where information is incomplete.
2. Templates, approvals and execution
Key activities and responsibilities: • Maintain access to current approved contract templates, guidance notes and checklists, and coordinate updates with Legal and Finance. • Populate approved templates using information supplied and approved by business owners, and prepare complete contract packs for review and approval. • Check that procurement approvals, delegation evidence, purchase order information, insurance certificates and other supporting documents are provided. • Coordinate reviews and hand-offs, prepare execution packs, route contracts to authorised signatories, and track signatures to completion.
3. Contract records and lifecycle visibility
Key activities and responsibilities: • Maintain accurate contract records and supporting documentation in AWC's approved systems, with appropriate confidentiality, integrity and access controls. • Ensure executed contracts, approvals, correspondence and relevant certificates are stored correctly and can be readily retrieved. • Work with business owners to record key dates, obligations, variations, renewals, expiries and insurance requirements. • Escalate performance concerns, disputes, potential breaches and proposed terminations to Legal and the relevant business owner.
4. Stakeholder guidance and capability
Key activities and responsibilities: • Act as the first point of contact for practical guidance on AWC's contracting process, required documents, responsibilities and hand-offs. • Guide Regional Administrators, Operations staff and other users in completing contract requests and using approved templates. • Develop and maintain checklists, frequently asked questions, process maps and training materials, and deliver or support short awareness sessions. • Engage constructively with suppliers, contractors, consultants and other external parties, in conjunction with internal stakeholders, to coordinate documentation and process requirements.
5. Process improvement, compliance and reporting
Key activities and responsibilities:

- Support periodic checks of contract records and process compliance, maintaining clear records of issues, decisions, approvals and escalations.
- Identify recurring causes of delay, incomplete requests, duplicate documents and unclear hand-offs, and recommend practical improvements.
- Work with Legal, Finance and Operations to improve contracting consistency, service quality, and contract register capability.
- Report process issues and risks constructively and undertake other duties consistent with the scope, level and purpose of the role.

6. Other duties consistent with the scope, level and purpose of the role

Key activities and responsibilities:

- The role may triage requests, check completeness, coordinate reviews and approvals, provide process guidance, and identify and escalate risks.
- Business owners remain accountable for the need for the contract, scope and technical requirements, supplier selection, value for money, budget, operational delivery, performance acceptance and timely decisions.
- Other duties, as requested by the General Counsel.
- Be a champion of the AWC values and ONE AWC approach
- Help to foster a physically and psychologically safe, respectful and inclusive work environment.