



POSITION DESCRIPTION

Position Title:	Commercial Contract Manager
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Consulting
Classification:	Band 7
Job Family:	Communications & Marketing
Position Description Number:	PD-2460
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM
STEMM CATEGORY:	NON-STEMM

POSITION PURPOSE

The Commercial Contract Manager will play a key role in the effective and efficient execution and management of ANSTO's consulting and services contracts. The role will work closely with project delivery teams to understand commercial context, drivers and risks to ensure the selection of the appropriate framework contract and delivery model. The person will work with project teams and ANSTO legal to assess commercial and project delivery risks, and develop strategies to address. The role will assist with negotiation of contracts, managing variations and recognise when to escalate issues. The position requires a strong legal understanding, contracting experience, commercial acumen, as well as excellent communication and negotiation skills.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Commercial Products and Services consists of commercial businesses delivering returns to ANSTO. Consulting Services is a key pillar of ANSTO's commercial strategy and has oversight for the delivery of consulting services from across ANSTO. The Commercial Contracts Manager sits within ANSTO Consulting Services group and will work across ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- **Contract Lifecycle Management:** Work collaboratively and provide leadership to project delivery teams over the life-cycle of consulting and services contracts. The business objectives, commercial drivers, risks, intellectual property positions, and pricing will be reviewed together with compliance with ANSTO policies and regulatory requirements. The role will facilitate the use of appropriate framework contracts and delivery models, assist with the negotiation, and administration of commercial contracts, including contract variations.
- **Negotiation and Collaboration:** Improve client engagement and management by working closely with project delivery teams to implement and streamline transaction workflow, assist with the negotiation of commercial contracts, managing variations with clear understanding of when to escalate issues. Negotiate contract terms with customers to achieve favourable outcomes for the organisation.

- **Risk Management and Compliance:** Provide independent review of commercial, contractual and compliance requirements and risks in the delivery of consultant and services projects. Work with project delivery teams to develop strategies to ensure compliance with ANSTO policies and procedures, including those related to pricing and intellectual property, mitigate identified risks and escalate issues as necessary. Guide and mentor project delivery teams in commercial, contractual and compliance risks.
- **Contract Support and Guidance:** Provide consistent transaction workflow with accompanying guidance and support to project teams on contract related matters. Contribute to the development and implementation of contract management policies and procedures. Work with the Legal Operations Manager on the continuous improvement of contract management technology and workflow technology.
- **Continuous Improvement:** Drive improvements in ANSTO's commercial contract management processes and practices. Assist with developing a high level of commercial contract awareness within the organisation. Capture and provide feedback on persistent issues, cross-cutting lessons learnt and areas of improvement.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Working within ANSTO policies including but not limited to legal contracting rules and intellectual property policies the Commercial Contracts Manager is empowered to make decisions in relation to operational processes within the context of agreed work areas. They will consult with the Executive Manager ANSTO Consulting and/or ANSTO Legal on complex, sensitive and major issues that have a significant impact on ANSTO or as required by applicable policies.
- Negotiate contracts with external clients based within ANSTO's negotiation mandate.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Working collaboratively on a diverse and large number of projects, with a broad range of project delivery teams
- Working under time pressure
- Negotiating contracts and resolving issues with external clients
- Being able to simply convey complex legal concepts and requirements and convey them to a range of audiences.
- Balance competing priorities and manage multiple projects simultaneously.
- Working with ANSTO teams and ANSTO Legal in a highly collaborative manner.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Escalate legal and commercial issues • Work collaboratively • Provide expert advice on specific topics

	<ul style="list-style-type: none"> • Recommend and gain endorsement for plans and goals and other initiatives • Contribute to group decision making processes, planning and goals
Legal	<ul style="list-style-type: none"> • Escalate or refer legal questions as required or needed • Work collaboratively • Receive project guidance and direction • Provide feedback on persistent issues and cross-cutting lessons learnt.
Legal Operations	<ul style="list-style-type: none"> • Work collaboratively • Provide feedback and input on contract management technology and transaction workflows and workflow management.
NST	<ul style="list-style-type: none"> • Provide expert advice, guide and mentor, commercial contracting • Contribute to group decision making processes, planning and goals • Collaborate and share accountability
External	
ANSTO Clients and partners	<ul style="list-style-type: none"> • Negotiate commercial contracts with ANSTO clients delivering value to clients and profitable returns to ANSTO.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Executive Manager ANSTO Consulting Services
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2022/2023)

Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelors degree in engineering, law, commerce, business management or similar.
2. Proven experience managing and negotiating commercial agreements with customers and partners.
3. Strong commercial acumen and ability to understand, articulate and achieve a commercial outcome based on understanding value and managing risk.
4. Strong understanding of contract law and commercial best practices.
5. Experience of driving project/programme delivery, preferably involving cross-functional teams, change management and transformation initiatives, and/or technology implementation projects.
6. Excellent communication, relationship management and influencing skills.
7. Ability to build strong business relationships and work collaboratively with clients and internal stakeholders.
8. Strong analytical and problem-solving skills, with the ability to identify, mitigate and communicate contractual risks.
9. Demonstrated flexibility and the ability to prioritise in a fast paced, demanding environment.
10. Strong team focus with the ability and willingness to work collaboratively.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Bruce Begg	Name:	Oleh Nakone
Title:	Executive Manager ANSTO Consulting Services	Title:	Group Executive Commercial Products and Services
Signature:		Signature:	
Date:		Date:	