

Position Title	Procurement and Contract Specialist		
RTF	324669	Location	Darwin
Position Number	29681	Contact Officer	Jacqui McCourt on 0422 380 262
Designation	TGEN Band 3 Admin Corporate Services		
Reports to	Procurement Manager		
Salary	\$119,834 - \$145,341		

Northern Territory Government

Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: Click Here
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, Aboriginal applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website .
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: Click Here

Organisational Context

Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.

Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork.

We recognise that individually; our employees offer unique value and perspective, and we are committed to a workplace that supports people from all backgrounds.

Employee Responsibilities

You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour.

Key Responsibilities

Focus	<ul style="list-style-type: none"> • Demonstrates an awareness of the Vision and objectives of the Corporation. • Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business. • Tracks own performance in line with objectives on a regular basis. • Actively participates in performance reviews and feedback processes. • Remain self-disciplined and calm under pressure.
Integrity	<ul style="list-style-type: none"> • Demonstrate the organisation's values. • Conduct business in line with the values and high ethical standards – considers values in business interactions. • Ensures compliance with legal, governance and policy requirements. • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly, and sets new timelines for delivery.
Respect	<ul style="list-style-type: none"> • Takes accountability and responsibility for own actions. • Readily shares knowledge and expertise with others. • Actively supports the team and organisational goals. • Treats change and new situations as opportunities for learning and growth.
Safety	<ul style="list-style-type: none"> • Demonstrates safe working behaviours in order to achieve an incident free and safe workplace. • Develops personal safety objectives. • Challenges unsafe behaviours from teammates. • Monitors and takes ownership of own safety performance.
Teamwork	<ul style="list-style-type: none"> • Helps teammates feel valued and included in discussions. • Places higher priority on team than individual goals. • Shares important or relevant information with team or other affected stakeholders in a timely manner. • Speaks positively of teammates and other employees. • Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.

Role Responsibilities	
<p>You will provide high level, client focused advice and service to management and staff on all Procurement and contract activities.</p> <p>Your accountabilities include:</p> <ol style="list-style-type: none"> 1. Work with Territory Generation's business units to provide consistent high-level assistance to deliver procurement outcomes and contract establishment requirements in line with Territory Generation's Procurement Framework and Procurement Rules. 2. Assist with the development and implementation of end-to-end strategic sourcing processes across Territory Generation, including provision of expert advice and assistance on contract administration and management. 3. Provide end to end contract services and ensure contracts are renewed or renegotiated prior to contract expiry and providing expert advice to Contract Principals and employees. 4. Assist with the preparation of quality market approach documentation and facilitate, guide, and participate on tender assessment panels for all complex procurement activities including ensuring compliance, facilitating legal review, engagement, probity, debriefings, dispute resolution, and negotiations. 5. Updating and administering Territory Generation's Contract Register, including providing information to relevant stakeholders. 6. Manage supplier quality performance and meetings for Territory Generations core contracts including chairing supplier quality meetings, liaison with contract personnel, internal audits, dispute resolution, and inputting and updating service items in Enterprise Resource Planning system. 7. Oversee purchase order governance for compliance with policies and identification/resolution of purchasing issues. 8. Assistance with materials management, stock re-order processes and expediting requirements to ensure lead times meet business demands. 9. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values, and strategies. 	
Selection Criteria	
Essential	
<ol style="list-style-type: none"> 1. High level of commercial awareness including demonstrated experience in contract management, variations, and supplier relationship management. 2. Proven experience in providing expert advice and the delivery of complex procurements including the preparation of high-quality tender documentation and an understanding of the principles of competitive tendering. 3. High level interpersonal and communication skills conducive to maintaining open and effective relationships with stakeholders, industry, and clients. 4. Proven ability to provide training and advice on all aspects of procurement, variations, and contract management. 5. Ability to develop, implement and facilitate continuous improvement initiatives. 6. Strong conceptual, analytical, and problem-solving skills of a high order. 7. Well-developed written skills and a high level of attention to detail. 8. A self-starter with the ability to prioritise and manage competing demands and deliver outcomes. 9. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies. 	
Desirable	
<ol style="list-style-type: none"> 1. Relevant procurement/contracts qualifications. 2. Working knowledge of Pronto Enterprise Resource Planning (ERP) System or similar. 3. Experience in providing procurement advice in the Utilities sector. 4. Knowledge and experience of the materials management process and in managing materials contracts. 	

FURTHER INFORMATION	
The preferred candidate is required to undertake a pre-employment medical, and employment is conditional on the outcome.	
Approved January 2025	General Manager People and Governance
Pre-Employment medicals are a requirement for all Territory Generation positions.	
Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=324669	
Closing Date: 06/07/2025	