



# ULTRA.

**CONTRACTS MANAGER**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2020**

<b>Job title:</b>	Contracts Manager
<b>Department:</b>	Sonar Systems Operating Business Unit (OBU)
<b>Reporting to:</b>	VP Commercial
<b>Location:</b>	Australia

## Role Purpose

As Contracts Manager you will be responsible for management of customer contract & supplier subcontract arrangements, and ensuring compliance to regulatory requirements, including import and export activities.

## Scope

Scope of the role is to support Ultra's operation in Australia.

## Key responsibilities

- Prepare, review and negotiate contracts, subcontracts, and other third-party contractual arrangements, while protecting Ultra's interests.
- Respond to inquiries concerning contract status, changes, supplements, contract provisions, cancellations, and related changes.
- Monitor contract performance to delivery schedules and other terms and conditions with project management.
- Ensure the appropriate and timely administration of all contracts, in particular the change and payment processes and develop productive relationships with third-party stakeholders. Through reviews of business performance, pro-actively ensure that appropriate protective measures are taken should time or scope vary, or other deviations from agreed terms occur.
- Ensure that commercial risks are identified and communicated and that management plans are agreed and understood across business functions. Manage commercial risks and opportunities through regular reviews; identify and initiate appropriate business responses.
- Provide support to the procurement specialist (as required) who is responsible for day-to-day purchasing activities
- Represents the company in external negotiations with responsibility to develop and maintain effective working relationships with customer and vendor counterparts.
- Post-award action includes issuing purchase order awards, handling purchasing management related issues, and supporting indirect procurement activity.
- Ensure compliance with Commercial Policies/Governance requirements and strategy.
- Monitor compliance and provide support to OBU on all export management activity.
- Provide advice to business unit on local requirements to comply with import/export regulations (e.g. ITAR, Australian Export Control) in accordance with OBU governance.
- Provide support to the Procurement Specialist for supply chain activities as required.
- Act as the local relationship manager for all major subcontractors.

- Ensure compliance with the Ultra Group Operating Manual and Group Policies, applicable laws and regulations.
- Support bid activities with Marketing and project management.

#### Role requirements

- Significant experience in commercial contract management ideally within a Defence, aerospace or security environment to exceed sales, profit and cash objectives.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and manage multiple priorities using sound problem solving techniques to provide reliable solutions to a variety of problems.
- Willing to embrace and lead change and able to identify opportunities for continuous development.
- Demonstrated ability to work collaboratively and professionally across functional teams to achieve goals.
- Instill a sense of urgency, commitment and focus on the right priorities in delivering on time and within budget.
- Infrequent national / international travel.
- Demonstrates behaviours that align with and promote company's "ASPIRE" values.

#### Qualifications / skills required

- Bachelor degree in Business Administration, Commerce or equivalent degree.
- Experience working with Australian DoD and associated program offices
- Ability to obtain an Australian Secret Government security clearance.

#### Leadership Competencies

**Strategic Mindset** – able to anticipate future trends and implications accurately. Readily puts forward future scenarios. Articulates a credible picture and vision of possibilities that create sustainable value. Creates competitive and breakthrough strategies that show a clear connection between vision and action

**Customer Focus** – gains insight into customer needs. Identifies opportunities that benefit the customer. Builds and delivers solutions that meet customer expectations. Establishes and maintains effective customer relationships.

**Decision Quality** – makes sound decisions, even in the absence of complete information. Relies on a mixture of analysis, wisdom, experience and judgement when making decisions. Considers all relevant factors and uses appropriate decision making criteria and principles. Recognizes when a quick 80% solution will suffice.

**Cultivates Innovation** – comes up with useful ideas that are new, better or unique. Introduces new ways of looking at problems. Can take a creative idea and put it into practice. Encourages diverse thinking to promote and nurture innovation.

**Drives Results** – has a strong bottom-line orientation. Persists in accomplishing objectives despite obstacles and setbacks. Has a track record of exceeding goals successfully. Pushes self and helps others achieve results.

**Ensures Accountability** – follows through on commitments and makes sure that others do the same. Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions and failures. Establishes clear responsibilities and processes for monitoring work and measuring results. Designs feedback loops into work.

**Collaborates** – works cooperatively with others across the organization to achieve shared objectives. Represents own interests while being fair to others and their areas. Partners with others to get work done. Credits others for their contributions and accomplishments. Gains trust and support of others.

**Develops Talent** – places a high priority on developing others. Develops others through coaching, feedback, exposure and stretch assignments. Aligns employee career development goals with organizational objectives. Encourages people to accept developmental moves.

**Drives Vision and Purpose** – talks about future possibilities in a positive way. Creates milestones and symbols to rally support behind the vision. Articulates the vision in a way everyone can relate to. Creates organization wide energy and optimism for the future. Shows personal commitment to the vision.

**Builds Effective Teams** – forms teams with appropriate and diverse mix of styles, perspectives and experience. Establishes common objectives and a shared mindset. Creates a feeling of belonging and strong team morale. Shares wins and reward team efforts. Fosters open dialogue and collaboration among the team.

**Manages Ambiguity** – deals comfortably with the uncertainty of change. Effectively handles risk. Can decide and act without the total picture. Is calm and productive, even when things are up in the air. Deals constructively with problems that do not have clear solutions or outcomes.

**Instills Trust** – follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

## Values

**Agile** - Creates a nimble and agile organization where decision making is made at the right level. Empowers others to act. Establishes clear decision rights at the right place in the organization. Assumes positive intent. Discusses, decides, then supports decisions.

**Sharing** - believes that through teamwork and collaboration, when applied to a common vision, we can achieve great things. Proactively seeks opportunities to work across our businesses and with our partners. Shares information and engages with others. Trusts others to play their part. Recognizes the power of One Ultra.

**Performing** - believes we are responsible in meeting and exceeding our commitments by taking ownership with determination and passion. Performs in an ethical and safe way. Has the passion to commit and the passion to live up to commitments. Goes the extra mile. Works openly to solve problems. Balances long and short-term impacts of decisions.

**Innovating** - believes in creating value in everything we do and to leave a legacy to be proud of. Embraces change and seeks to create solutions via constructive challenge. Encourages and value innovation, seeking inspiration from outside. Works across the Group to identify creative outcomes. Challenges the way things have been done previously. Values and learns from failure and being open to possibilities.

**Rewarding**- strives to love what we do and actively celebrates our successes and learns from our failures. Nurtures individuals and teams so they can develop and succeed. Recognizes and communicates achievements. Appreciates the whole person.

**Empowering** - trusts and empowers our people and our partners. Hold's self and others to the highest standards of integrity and ethics. Empowers, respects, trusts and supports individuals. Shares ownership. Creates openness within a safe environment. Gives confidence and freedom to act.



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Andrew, Christian Gaszner or Hannah Way on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.