

ROLE DESCRIPTION

Manager, Contract Administration

	Campus: Any campus within TQEC region Region: East Coast		Closing date: 25 September 2026 (extended)
	Business Unit: Customer Experience Team: Contract Administration		For further information, please contact: Contact name: Ilana Boon Role: Director Customer Experience Or check out our Applicant Information Guide
	Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2025 Classification Level: AO6 Salary: \$124,693.75 - \$133,172.77		
	Status: Permanent full-time		Winner: Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-896		

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values we continue to strengthen TAFE Queensland's reputation as a leading provider of high-quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Manager, Contract Administration, you will lead a small specialist team responsible for the execution and ongoing management of contracts that support the delivery of TAFE Queensland East Coast's strategic and operational objectives.

This position reports to the Director, Customer Experience.

Key responsibilities

- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Safety First, Working Together, focussing on our Customer, Taking Responsibility and Showing Initiative.
- Lead the implementation and execution of all contracts, agreements and commercial arrangements to support the delivery of TAFE Queensland East Coast's strategic and operational objectives.
- Oversee the management of the contract lifecycle, ensuring contract performance, compliance and reporting requirements are monitored and managed in accordance with contractual obligations, organisational policies, delegations, legislative requirements and governance frameworks.
- Establish and maintain effective relationships with internal stakeholders and act as a key point of contact for contractual enquiries, negotiations, variations and risk matters, ensuring timely and commercially sound outcomes.
- Provide high-quality strategic, operational and commercial advice to leaders and internal stakeholders on contract management, governance, compliance and risk matters to support informed decision-making.
- Lead and support the development and continuous improvement of contract management frameworks, systems, processes, templates and tools that promote consistency, efficiency, compliance and best-practice contract management across the region/TAFE Queensland.
- Build and maintain a client-focused, high-performing team culture that values collaboration, service excellence, innovation, continuous improvement and accountability in the delivery of contract management services.
- Contribute to business continuity and organisational capability by developing knowledge-sharing practices, improving contract management maturity and reducing reliance on single-point expertise within the team.
- Foster meaningful and productive relationships across TAFE Queensland, industry, government, community and commercial stakeholders to support contract performance, strategic partnerships and emerging business opportunities.
- Research, analyse and report on contract performance, commercial activity, risks, opportunities and outcomes, providing recommendations that support organisational priorities, continuous improvement and sustainable business growth.

About you

Mandatory requirements:

- There are no mandatory requirements.

Highly desirable:

- Relevant tertiary qualifications in compliance, law, business, management, or governance.
- Minimum five years' experience in business development or contract management roles.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. **Strategic Leadership:** Proven ability to lead and integrate diverse commercial and governance functions, leveraging analytical and data literacy capabilities to inform decision-making, prioritise resources and effort, build organisational capability, and drive sustainable performance and operational excellence.
2. **Commercial Acumen:** Demonstrated success in negotiating, and managing contracts, agreements and commercial arrangements, aligned with organisational goals.
3. **Contract & Governance Expertise:** High-level knowledge of contract lifecycle management, governance frameworks, risk mitigation, and compliance requirements in a public sector or regulated environment.
4. **Change Management:** Demonstrated success in leading change initiatives, driving process improvement, and embedding new systems or structures that improve resilience and business continuity.

5. **Collaboration & Communication:** High-level interpersonal skills to work effectively with diverse stakeholders, including executives, education teams, and industry clients.

How to apply

To apply for this role, please provide the following:

	• a detailed resume including the contact details for two referees (one of whom is your current supervisor); and • a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria. • Applications must be submitted via TAFE Queensland's recruitment portal.
	For more information, • check out our Applicant Information Guide • or visit TAFE Queensland's website.

Additional Information

- You may be required to travel and work across the region.
- Travel and overnight absences from base may be required of this position.
- A current driver's licence is highly desirable.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You will be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training