Senior Contracts Administrator

Do you enjoy working with contracts and providing advice on contractual matters. Do you like to find unique solutions to problems? We are currently seeking a Senior Contracts Administrator to coordinate and communicate about contract renewal programs. If this sounds like you then this could be your chance to rewrite the future with us!

- Lead contract administration for operational projects, ensuring high standards and compliance
- Provide expert advice on contractual matters while fostering strong stakeholder relationships
- Permanent full time role with flexible/ hybrid working arrangement available

About the role

The role of Senior Contracts Administrator is responsible for maintaining a high standard of contract administration. This role involves managing tender processes, coordinating contract renewals, and ensuring compliance with contractual commitments while providing valuable customer service to stakeholders.

Reporting to the Operational and Projects Contracts Manager, this role will see you overseeing contract progress payments, assess variations, and maintain quality control throughout the contract management process, all while fostering a collaborative work environment with vendors and internal stakeholders.

This position is required to provide quality customer service and create value for the community.

Applicant Profile

To be successful in this role, you will have:

- degree qualification in Business Administration, Project Management, Contracts or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development
- extensive experience in contract administration within a medium to large organisation
- preferred experience in the utilities sector or similar

- proven experience working with staff at all levels
- demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties
- the ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation
- the ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Offer Details

The commencing salary for this position is up to $100.5k per year. Central Coast Council also provides progression opportunities for employees to progress up to the maximum salary of $116.5k on completion of assessment of skills and/ or performance plus 12% superannuation

- We have a permanent full-time role available
- This role will be able to access a 9 day fortnight
- We are able to offer hybrid and flexible working conditions for this role - 2 days from home and 3 days onsite
- This role is located at the Nexus Business Hub, North Wyong.

Want to know more?

The contact person for this role is **Jamie Lyons, Section Manager Systems Operations**. You can contact **Jamie** on **0429 080 291**.

This position will close for applications at **midnight on Sunday, 29 November 2026.**

We will not accept unsolicited resumes or applications being presented by recruitment agencies.



Extra benefits

At Central Coast Council we provide team members with a range of extras that help them balance their life when they need it. Fitness Passports give access to a range of gyms. And an Employee Assistance Program that offers a range of wellbeing initiatives to help you and your immediate family.

Other extras include:

- Long service leave after 5 years of continuous service
- Free flu vaccination program
- Time provided for you to do annual skin cancer screening, Breast screen and blood donations
- Access to professional development with career development and learning programs through various platforms
- We reward and recognise our staff with our Cheers program
- Novated leasing partnerships.

Central Coast Council is ideally located on the northern fringe of Sydney and just an hour's drive from Newcastle, the Central Coast offers one of the best places in Australia to live and work. The Central Coast is one of the fastest growing regions in NSW, the third largest Local Government Area (LGA) in NSW and the 6th Largest LGA in Australia.

Central Coast Council is committed to the goals of equal opportunity employment. We aim to provide a work environment for our employees that fosters equity, diversity and respect.

Council is committed to providing safe environments that protect the physical, emotional, cultural and social wellbeing of children on the Central Coast.

Council may create an eligibility list from this recruitment process and may utilise this eligibility list to fill other permanent or temporary vacancies.

How to apply

We have put together some additional resources to help you apply for a role at Central Coast Council.

By completing and submitting this online application you confirm that any information that you provide in this application is true and correct and acknowledge that any offer of employment may be withdrawn should the information that you have provided in support of your application be shown to be false.

You also consent to employment screening checks being conducted where appropriate. This may include associated checks including reference checks, Working with Children Check, Entitlement to Work in Australia, employment history and an Australian Federal Police Check, as well as substantiation of educational qualifications, industry memberships, previous Central Coast Council employment history and association with professional bodies.

You also acknowledge that you will be required to provide proof of eligibility (including photo identification) to work in Australia if selected for an interview.

To lodge your application, please follow these steps:

1. Click to apply
2. Answer the online questions
3. Attach your resume
4. Attach your qualifications and licences.

Once your application is successfully lodged you will receive an automated response sent to your e-mail address. If a response is not received this means that your application has not been successfully submitted and you will need to lodge another application.

If you require assistance to lodge your application please contact our Talent Acquisition team by emailing recruit@centralcoast.nsw.gov.au to discuss what reasonable adjustments you may need. If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service TTY call 133 677 or Speak & Listen 1300 555 727.

Applicants who are selected for interview will be contacted by phone or e-mail.

You will have the ability to save your application as you go using the 'Save Application' button. You can start an application and return to it later via the automatic follow-up email once you have the time and required information at hand to finalise your application.

If you don't have access to a computer or electronic device, you can lodge your application at any of Council's Library locations. Pre-book a free 1-hour computer timeslot by contacting your nearest library https://www.centralcoast.nsw.gov.au/libraries/our-branches or ask at the enquiry counter.

