

POSITION DESCRIPTION	
JOB TITLE	Contracts Administrator
PRIMARY REPORTING LINE	Contracts Manager
SECONDARY REPORTING LINE	N/A
FUNCTION	Operations
OCIUS CLASSIFICATION LEVEL	Level 6
JD CODE	JD089

THE COMPANY AND FUNCTION
<p>COMPANY</p> <p>Ocius Technology is an Australian company that builds autonomous Uncrewed Surface Vessels (USVs). These USVs use the energy of the weather - sun, wind, and waves, to act as persistent monitoring and communications platforms.</p> <p>We are embarking on an ambitious program of building and deploying multiple USVs for operations around Australia and beyond.</p>
<p>FUNCTION</p> <p>The operations function is responsible for operating, maintaining and enhancing Ocius assets. The function is also responsible for Ocius customers and commercial arrangements, including contract and project management for strategic projects.</p>
<p>ROLE</p> <p>The Contracts Administrator helps Ocius achieve its mission by ensuring contracts are well-managed, compliant, and aligned with project and business objectives. Reporting to the Contracts Manager, this role maintains the contract register, drafts and administers simple agreements, manages sub-contractor relationships, and supports negotiations and compliance. Their attention to detail and commercial awareness enable smooth contract workflows and risk management, while contributing to defence projects and market expansion.</p>

KEY SELECTION CRITERIA
QUALIFICATIONS, CERTIFICATIONS & LICENSES

Degree or Diploma in Law, Commerce, Business, International Relations, or a related discipline OR commensurate industry experience

Australian Citizen, ability to obtain an NV1 security clearance.

ESSENTIAL

Demonstrated experience in contract administration, including maintaining and updating existing contracts and registers.

Ability to interpret compliance requirements, identify risks, and escalate issues appropriately.

Proven capability to manage simple contracts independently and support more complex agreements under guidance.

Strong skills in contract document management, ensuring accuracy, version control, and accessibility.

High attention to detail and organisational skills to maintain contract integrity and compliance.

DESIRABLE

Experience in drafting simple contracts and supporting contract negotiations.

Understanding of the Defence regulatory environment or similar compliance-driven industries.

Knowledge of contract compliance frameworks and risk management principles.

Familiarity with stakeholder management, particularly sub-contractor engagement.

Ability to assist with pricing activities, including preparing cost breakdowns and supporting commercial evaluations.

DUTIES

Contract Administration & Register Management:

Maintain and update the contract register to ensure accuracy and compliance.

Track contract milestones, renewals, and obligations.

Escalate issues and risks to the Contracts Manager promptly.

Compliance & Risk Management

Review contracts for compliance with regulatory and organisational requirements.

Identify potential compliance risks and recommend mitigation strategies.

Support audits and reporting on contract status and compliance.

Drafting & Documentation

Draft simple contracts and amendments under guidance.

Ensure contract documentation is accurate, standardised, and properly stored.

Assist with preparing documentation for negotiations and approvals.

Subcontractor & Supplier Management

Liaise with subcontractors and suppliers to maintain strong working relationships.

Support contract negotiations and ensure obligations are met.

Coordinate documentation and compliance for subcontractor agreements.

Commercial Support & Market Expansion

Assist with preparing pricing documentation for proposals and contract variations.

Support cost analysis and ensure alignment with contractual terms and compliance requirements.

Provide administrative support for SEA1200 and other strategic projects, including representing Ocius at BD events and contributing to market expansion initiatives.