

Position Details

Contract Administrator

			ABOUT US
Mackay	Casual \$44 per hour	Organisational Support	<p>Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.</p> <p>Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.</p>

Position Overview


We are seeking a proactive and highly organised Contract Administrator to join our team. This position is responsible for developing templates for the organisation in relation contracts / head agreements / deeds of service or grants, and providing a comprehensive review of policies and procedures to ensure relevance, accuracy, compliance and consistency across the organisation's operations.

Key responsibilities include developing templates and documents for contracts / head agreements / deeds of service or grants, researching relevant legislation and requirements, and ensuring consistent and compliant up-to-date templates and documents across the organisation.

The successful candidate will ensure timely and effective communication with Program Directors, Managers, HR, and the Proposals Coordinator.

About You

We are seeking an individual (that is either studying) or with experience or exposure in litigation / regulatory environments or sub-contractor agreements and management. You must possess experience drafting a range of contracts, or service agreements, and terms and conditions. You're someone who not only knows and understands legal documents but understands their applicability and implication for Reef Catchments. You're confident working independently, asking the right questions, and delivering documents that are legally sound, tailored to our needs, and easy for us (and our clients) to understand.



We're looking for a detail-focused, practical thinker to help us review, update, and improve our internal policies and procedures to ensure they are clear, compliant, and fit for purpose. What you can bring is practicality for ensuring our policies reflect how we actually work. You are ideally suited for this role if you have experience or desire to advance in policy development, compliance, HR, governance, or business operations.

Must be a problem solver able to resolve issues and a clear and concise communicator to convey information to the organisation to enable understanding and clear messaging. Have the ability to work independently and collaboratively within a team environment while maintaining a high level of professionalism and confidentiality.

If you thrive in a dynamic environment, enjoy variety in your day, and consistently demonstrate strong attention to detail, we'd love to hear from you.

About Reef Catchments – Who we are

Our work and our people make a difference

Reef Catchments are the not-for-profit, non-government natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

[Read more on our Vision and Values here](#)

We build a strong culture- Our people are our strength

Our team is comprised of skilled and outcome-focused people who are all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. We value diversity, recognising its importance in creating our vision for resilient ecosystems and an engaged community. Our success hinges on building a team drawn from diverse backgrounds and life experiences. We are intentional and contemplative in shaping our team's culture, understanding that the perspectives and skills of our team members are vital. We embrace the notion that inclusion is a collective responsibility, central to our mission.

You'll thrive

This role provides a rewarding professional career path and considerable work/life balance benefits. We offer a flexible and positive work environment, with an opportunity to enhance and build your skills and experience.

[Read more on why you'll love working with us](#)

Benefits of working with us

1. Flexible working arrangements for work-life balance
2. Professional development opportunities
3. Career progression and succession planning
4. 5 weeks annual leave
5. Salary packaging
6. Team building activities

To learn more about the benefits of working for Reef Catchments, please visit the website:

<https://reefcatchments.com.au/careers/>



Selection Criteria

- 2 years' experience in legal environment or contract administration / management (final year legal students welcome to apply).
- Solid understanding of contracts, policies and procedures in relation to legislative requirements.
- Proficient in Microsoft Office Suite, including Outlook, Word, Excel, Teams, OneDrive, and SharePoint.
- Proven ability to manage and track projects, while maintaining strong attention to detail.
- Excellent time management and organisational skills, with a proactive approach to meeting deadlines.
- Exceptional interpersonal and communication abilities, both written and verbal.
- Problem solving skills and ability to resolve issues.
- Self-motivated with a demonstrated ability to work independently and collaboratively within a team.
- High level of professionalism and confidentiality.

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'Selection Criteria' and 'About You' section.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required for the position based on your cover letter response, resume and other selection processes, which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting Human Resources:

Phone: (07) 4968 4200 or email: careers@reefcatchments.com

Please forward your application to careers@reefcatchments.com by close of business 23 June 2025.

We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive. So don't delay, apply today!