

## CONTRACT MANAGER RESPONSIBILITIES

You are a Contract Manager if you have requested the University to enter into an agreement with a third party.

Following execution of your contract, you are responsible for:

1. Ensuring the other party receives a copy of the executed contract.
2. Ensuring that the University and the other party to the contract comply with their obligations.
3. Diarising and managing any critical dates contained in the contract, including:
  - a. any milestone or reporting dates noted in the contract;
  - b. the deadline for exercising any options to renew; and
  - c. the termination date.
4. Approving invoices issued or received under your contract for payment (if applicable).
5. Advising your College Contracts Officer if any changes to the contract are requested or required.
6. Advising your College Contracts Officer if a dispute arises.
7. Ensuring that the other party provides the University with evidence of adequate insurance cover and/or police clearances (if necessary).
8. Familiarising yourself with the process for bringing the contract to an end and ensuring that process is complied with.
9. Assigning the contracts you are responsible for to a new Contract Manager when you change positions or leave the University and informing the College Contracts Officer of the new Contract Manager.

If you require any assistance, or if you are unsure of what is required of you, please contact your College Contracts Officer via [Service One](#).

For more information on contract management at the University, visit: <https://staff.flinders.edu.au/workplace-support/topic/contracts-management>