

JOB ROLE STATEMENT

CONTRACT MANAGEMENT OFFICER (Roads / Structures) LEVEL 5

DIRECTORATE OFFICE OF MAJOR TRANSPORT INFRASTRUCTURE DELIVERY **CATEGORY 1**
BRANCH MAJOR PROJECTS **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Undertake and monitor internal audits and provide specialist technical advice on large-scale and complex transport infrastructure contracts such as major road, bridge, and structural works to support contractual compliance and maintain public safety throughout the project lifecycle.

KEY DELIVERIES

Contract Performance

- Identify risks associated with the delivery of the contract and provide input into the development of risk assessment and mitigation methods.
- Contribute to the development of the Contract Manager's/Superintendent's Contract Management Plan.
- Manage monitoring and provide specialist technical advice to ensure conformance with the requirements of the Project Manager's/Superintendent's Contract Management Plan, including the Inspection and Test Plan.
- Interpret and clarify contract documents including, technical documents, plans, specifications and drawings and standards.
- Manage monitoring for the release of 'hold points' as identified in the Project Manager's/Superintendent's Contract Management Plan, including the Inspection and Test Plan.
- Manage the scheduling of works, procurement of plant, operators and materials for any work during defects correction period.
- Liaise with the Contractor on a daily basis and other operational teams as required.
- Review the performance of contract works, report and provide advice to Project Manager/Superintendent or Superintendent's Representative on plans, progress and expected outcomes.
- Review Traffic Management Plans, Safety Management Plans and Quality Management Plans and ensure compliance.
- Monitor contract disputes and assist Project/Contract Manager in the achievement of satisfactory resolutions.
- Provide recommendations and assessments on contractor progress payments and variation claims.
- Negotiate through technical solutions with the Contractor's construction workforce.

Administration and Continuous Improvement

- Identify and recommend improvements to road and/or bridge and structures construction processes and techniques.
- Maintain up-to-date and accurate information and records of contract works to ensure effective contract management.
- Provide specialist technical advice and make recommendations on contract documentation, specifications, processes, standards and procedures.
- Contribute to internal committees and working groups.
- Carry out the duties of the Quality Officer on selected contracts.

Supervision, Training and Advice

- Supervise Contract Management Officers and Surveillance staff as required.
- Manage or deliver training to internal and external staff as required.
- Provide specialist advice and technical support to the Project Manager/Superintendent (including those in other delivery directorates), and Contractor's site staff on road and/or bridge and structures construction techniques.

Safety, Health and Wellbeing (SHW)

- Manage weekly safety inspections with the Contractor's safety representative.
- Promote SHW culture on the project.
- Attend and contribute to Contractor's daily pre-start and weekly toolbox meetings.

Stakeholder Relationships

- Develop, enhance and maintain good working relationships with all project employees and contractors.
- Respond to public enquiries.
- Build and maintain professional relationships with the Community.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by Main Roads' Safety, Health and Wellbeing (SHW) Management System – refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' internet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
VARIOUS

LEVEL - VARIOUS

POSITION NO
VARIOUS

CONTRACT MANAGEMENT OFFICER

(Roads / Structures)

LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

Various

POSITION No

CATEGORY

Salaried / Contractor

NUMBER

various

TOTAL

various

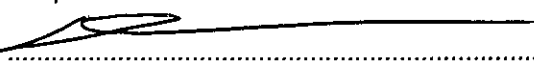
SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- Considerable skill, knowledge and extensive experience in:
 - road construction including earthworks, pavement construction, bituminous surfacing, asphaltting processes and techniques and associated works, and/or bridge and structures construction including foundations, formwork, reinforcement, stressing, concrete and associated works
 - application of contract management principles and procedures for a range of different contract types
 - traffic management for roadworks
 - negotiation and working objectively in conflict situations
 - written communication including preparation of technical reports and recommendations
 - building and enhancing stakeholder relationships
 - application of Work Health and Safety (WHS), particularly on large infrastructure projects
- Knowledge of:
 - policies and practices on, EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

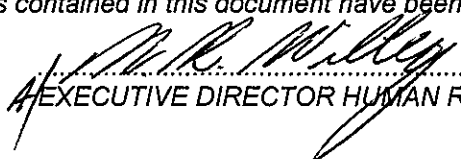

 BRANCH/SECTION HEAD

DATE

25/9/2015

2. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE


 EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

6/10/25