

JOB ROLE STATEMENT

CONTRACT MANAGEMENT OFFICER LEVEL 6 (AWU)

DIRECTORATE
BRANCH

OFFICE OF MAJOR TRANSPORT INFRASTRUCTURE DELIVERY
MAJOR PROJECTS

CATEGORY 1
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Co-ordinate and carry out monitoring, internal audits, and provide technical advice on large, complex roadworks and/or structures/bridges and/or transport infrastructure works contracts to support compliance with contractual requirements. Maintain public safety throughout the project.

KEY DELIVERIES

Contract Performance

- Identify risks associated with the Contract Manager's/Superintendent's Contract Management Plan.
- Assist in the development of risk assessment methods.
- Co-ordinate and carry out monitoring and provide technical advice in conformance with the requirements of the Contract Management Plan including the Inspection and Test Plan.
- Interpret and clarify contract documents including technical documents, plans, specifications, drawings and standards.
- Conduct monitoring for the release of 'hold points' as identified in the Contract Management Plan.
- Liaise with the Contractor on a daily basis and other operational teams as required.
- Review the performance of contract works and report to the Contract Manager/Superintendent or Superintendent's Representative on plans, progress and expected outcomes.
- Monitor contract works disputes and contribute to satisfactory outcomes.
- Liaise through technical solutions with the Contractor's construction workforce.

Administration and Continuous Improvement

- Maintain up-to-date and accurate information and records of contract works to ensure effective contract management.
- Provide technical advice and make recommendations on contract documentation, specifications, processes, standards and procedures.

Training and Advice

- Provide training to other contract staff, including trainees, engineering associates and graduates.
- Provide technical advice and assistance to the Contract Manager/Superintendent and Contractor's site staff on road and/or structures construction techniques.

Safety, Health and Wellbeing (SHW)

- Promote SHW culture on the project.
- Attend and participate in Contractor's daily pre-start and weekly toolbox meetings.
- Identify and take appropriate action in relation to SHW and/or traffic management non-conformances.
- Update and maintain clearly written project site diaries to identify SHW issues and other related matters.

Stakeholder Relationships

- Develop, enhance and maintain good working relationships with project employees and contractors.
- Attend 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 the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

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 LEVEL 6 (AWU)

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

Various

POSITION No

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY

Salaried, Wages

NUMBER

various

TOTAL

various

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

- Substantial skill, knowledge and experience in:
 - one or more of road, bridge and structures construction and maintenance
 - application of contract management principles and procedures
 - written communication
 - reading and interpreting contract specifications/drawings
 - application of Work Health and Safety (WHS) policies and practices at worksites
 - traffic management for roadworks
 - building and enhancing stakeholder relationships
- Knowledge of:
 - 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

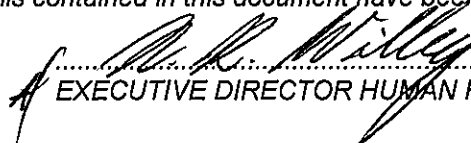

 BRANCH/SECTION HEAD

DATE

25/1/2025

- 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