

# JOB ROLE STATEMENT

## SENIOR CONTRACT PERFORMANCE OFFICER LEVEL 5

<b>DIRECTORATE</b>	REGIONAL MANAGEMENT AND OPERATIONS	<b>CATEGORY 1</b>	
<b>BRANCH</b>	METROPOLITAN REGION	<b>POSITION NO</b>	VARIOUS

### KEY RESPONSIBILITIES

Manage Contractor performance on works that may include road pavement marking, longitudinal line annual delivery program, and minor improvement works (MIW) to ensure conformance with contract requirements. Provide specialist technical control over the suitability of Contractor's material for road marking works.

### KEY DELIVERIES

#### Contract Management

- Manage Contractor performance on works to agreed scope of works, budget and quality.
- Provide specialist technical control over the suitability of Contractor's material for road marking works.
- Plan and manage specialist surveillance in accordance with the requirements of the Contract and Contract Management Plans.
- Identify and anticipate risks associated with the delivery of road marking contracts and recommend solutions to Contract Manager and/or Contractor.
- Provide specialist support with the review and audit of subcontractor Quality Plans, Inspection and Test Plans, Process Activity Descriptions, Safety Plans and Traffic Management Plans, including appropriate action in response to non-conformances.
- Interpret and clarify contract specifications and drawings as well as provide specialist advice on complex test reports relating to road marking materials and treatments.
- Review Contractor performance and challenge Contractor on issues identified to ensure compliance to plans, quality, progress and contract outcomes.
- Provide specialist technical support to Contractor to ensure satisfactory and expected outcomes.
- Provide specialist support to the Superintendent or Contract Manager with reviewing claims and variations.

#### Contract Administration

- Maintain up-to date and accurate information and records of contract works to ensure effective contract management.
- Provide specialist support to assist with the development of procedures and processes that contribute to ongoing improvement.
- Review and make recommendations on contract documentation, specifications, processes, standards and procedures that contribute to ongoing improvement.

#### Asset Management

- Plan and undertake specialist inspection of Main Roads' infrastructure assets, report on defects requiring action, recommend treatment options and follow up the completion of rectification works to ensure compliance with contract specifications.
- Provide specialist technical and practical construction and maintenance support to the Superintendent and Maintenance Planning staff.
- Provide specialist support to contract personnel on road marking options for marginal and/or failed treatments.

#### Stakeholder Relationships

- Build and maintain effective personal and team working relationships with Contractor.
- Manage and provide on-the-job and in-house training to other contract personnel including development personnel.
- Liaise with other operational groups and public utilities on associated work as required.
- Investigate and address public enquiries and respond to complaints.

### 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		POSITION NO
SIGNS AND PAVEMENT MARKING MANAGER	LEVEL 6	VARIOUS

## SENIOR CONTRACT PERFORMANCE OFFICER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

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

State number of positions only

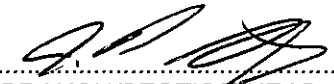
TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

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

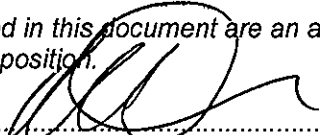
- Considerable, skill, knowledge and experience in:
  - road construction and maintenance practices including road marking treatments
  - contract management
  - interpreting and/or reporting on complex specialist test reports and results as well as interpreting contract specification, drawings and traffic management plans
  - building and enhancing stakeholder relationships
  - negotiation, with demonstrated ability to work objectively in conflict situations
  - written communication including preparation of detailed audit reports
- Knowledge of:
  - longitudinal line marking barrier assessment in accordance with AS 1742
  - preparation and interpretation of technical reports and recommendations
  - policies and practices on Work Health and Safety (WHS), and 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**

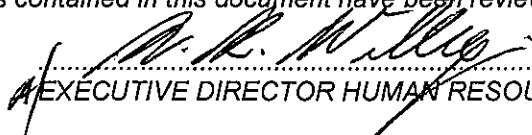
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 15/04/26  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 15/4/26  
GENERAL MANAGER NETWORK MANAGEMENT AND DELIVERY

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

SIGNATURE  DATE 15/4/26  
EXECUTIVE DIRECTOR HUMAN RESOURCES