



Position Description

Position Title:	Assistant Director Commercial Services	Classification Level:	8
Position Number:	32056	Reports to:	Director Practice CI1
Directorate:	Buildings and Contracts	Supervises:	1 FTE
Branch/Section:	Operations/Practice	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

Lead and manage the provision of specialist advice and support in relation to building contracting matters, contract administration and dispute resolution processes, in respect of the superintendent role in the Department of Housing and Works (DHW) building and construction contracts.

The superintendent is a third party to certain forms of construction contract, and their essential role is to administer and oversee the contract between the principal and contractor.

Responsibilities

- Advise the Director in respect of matters related to the role and function of the superintendent in DHW building and construction contracts, providing such advice, information, analysis and recommendations as may be required.
- Autonomously perform the duties and functions of the superintendent role in the execution of building and construction contracts as authorised by the principal.
- Provide leadership, guidance and support to superintendent's representatives and Project Managers in respect of the role and function of the superintendent in DHW building and construction contracts, including assisting project managers with the management of their appointed superintendent's representatives.
- Assign team members to work with Project Managers to ensure best practice and procedural consistency in the administration of their contracts; and assign superintendent responsibilities for particular projects to team members as appropriate.
- Work collaboratively with project stakeholders, including owner agencies, contractors and procurement professionals, to achieve appropriate contract outcomes.



- Provide specialist advice in the resolution of contractual claims arising from contracts, and assess contract claims as required.
- Lead and direct dispute resolution processes in respect of the role and function of the superintendent to resolve contractual disputes, including the preparation of superintendent's decisions in formal contract disputes; and assist the principal in the conduct of formal dispute resolution processes and arbitration.
- Lead and direct processes in respect of the role and function of the superintendent in matters arising from the insolvency of failed Contractors, including providing advice to the principal, preparation of contract reconciliations and issuance of Practical Completion and Final Certificates as required.
- Assist with development of Buildings and Contracts strategic plan and lead development of objectives, strategies and business plans for the Practice team outputs.
- Represent Buildings and Contracts at public and private sector forums relating to building and construction.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Leaders.
- Perform other duties as required.

Essential Requirements

- Tertiary qualifications in a relevant discipline and/or extensive experience working with building and construction contracts.
- substantial experience in contract superintendence and/or contract/project management, including formal contract dispute resolution.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.
- Highly developed skills in consultation, negotiation and oral presentation, including presentation of factual and defensible arguments.

Desirable Requirements

- Post-graduate qualification in relevant discipline.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Leaders** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.



- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: Lynda Oversby, Human Resources Consultant, October 2025

Classification Evaluation Date: April 2018