



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Senior Contract Manager

Level

5

Position Numbers

36412, 36413, 36414,
36474, 36475, 37486
(Nominated)

Division/Directorate

Networks and Infrastructure

Branch/Section

Business Support

Effective Date

January 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Contracts Interface Manager, Level 7
Divisional Contract Manager, Level 7
Principal Contract Manager, Level 6

Subordinates: No Direct Reports

Key role of this position

Provides procurement and contract management support for major facilities and services across the Network and Infrastructure Division in the PTA. The contracts managed will be a mix of goods, services and works. In addition, the role will have an involvement in the monitoring of the financial performance.

Core duties and responsibilities

Business Support

- Contributes to both the Branch operational performance and the delivery of Contract Management and Administration leading to the effective delivery of services for the PTA.
- Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations; maintaining and developing competence and supporting the development of others.
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety and project delivery ensuring works carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to project delivery, such as risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance with PTA requirements.

Operational Management

- Assists the Division in the day-to-day responsibilities with contract management functions; ensures the Contractor's compliance with and maintains currency of the requirements of the contract; verifies contractor's invoices are in accordance with the terms of the contract and makes recommendations to contract managers for the payment of invoices, if required.

- Participates in and advises on the assessment and processing of contract variations in accordance with the contract; supports tender documentation for high risk and/or complex work contracts; participates in the dispute resolution process as defined in the contract.
- Develops and maintains the contract management systems to ensure a full and complete record of all contracts, including contract claims, contract variations and extensions of time; maintains comprehensive and accurate records relating to each contract process; monitors compliance with policies and procedures.
- Complies with legislative, regulations and procurement process requirements as outlined by the PTA and the division.
- Assists in the preparation of contract budgets and monitors the financial performance of contracts to provide advice to Division's officers; assists with financial analysis of contracts.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated experience in the management of the procurement lifecycle, particularly contract management.
- Demonstrated knowledge and/or experience of government contracting and procurement policies and procedures.

2. Communication and Interpersonal

- Well-developed verbal and written communication and interpersonal skills.
- Ability to work in a team and to contribute to the attainment of team goals and outputs.

3. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem-solving skills.

4. Organisation

- Demonstrated ability to plan and prioritise competing work commitments to meet targets and deadlines.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' class driver's license or equivalent.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date