



## Job Description Form

### Our Purpose

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

### Position Title

Senior Contract Manager

### Level

5

### Position Number

36418

### Division/Directorate

Network & Infrastructure

### Branch/Section

Business Support

### Effective Date

February 2025

### Health Task Risk Assessment Category

3

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### Reporting relationships

Superordinate: Contracts Interface Manager, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Manages procurements and contracts for the various N&I Branches across the Network and Infrastructure Division, meeting cost, quality and schedule targets. Conducts business in a manner compliant with PTA and regulatory requirements.

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### Core duties and responsibilities

#### Management and General Business

- As a member of the Contracts Team within N&I, works closely with the Branch Managers to deliver contract management on time and on budget contributing to the operational performance of N&I
- Ensures a positive safety culture within contracts and contributes ideas and opinions for continuous improvement
- Manages all parts of the procurement lifecycle including development, risk management, performance reporting and contract management.
- Contributes to continuous improvements to realise opportunities for improvements and to ensure N&I delivers identified outcomes efficiently and in accordance with PTA requirements.

#### Operational Management

- Provides contract management advice and support to the Branches and others regarding planning and delivery, in addition to any other arrangements necessary to support the operation.
- Contributes to the development of policies, procedures, tenders and other associated documentation, and good practice guides. Ensures that appropriate controls are in place within the program area to manage non-compliances and deviations from requirements.
- Develops and maintains effective relationships with contractors, suppliers and stakeholders to facilitate the development and delivery of projects.

## Continuous Improvement

- Contributes to improvements in Divisional practices within scope of role.

## Other Duties

- Other duties as directed.

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## SELECTION CRITERIA

### 1. Core Competencies

- Demonstrated experience in the delivery of the procurement lifecycle, particularly contract management.
- Experience in contract/vendor management, including the application of effective and efficient procurement techniques.
- Demonstrated knowledge and/or experience of government contracting and procurement policies and procedures.

### 2. Management and Leadership

- Creates and nurtures an environment in which people want to do their best.
- Sets clear and challenging goals for self and others and holds them accountable for their actions and outcomes.
- Identifies risks associated with change to the team and develops mitigation strategies for the team.

### 3. Communication and Interpersonal

- Communicates effectively and skilfully to gain the trust of others.
- Understands the informal structures, key influencers and decision makers within the organisation.
- Ability to negotiate outcomes without damaging relationships.
- Well-developed interpersonal and communication (written and verbal) skills, with the ability to build and maintain positive working relationships with a wide range of stakeholders.
- Ability to work in a team and to contribute to the attainment of team goals and outputs.
- Models' behaviours that are consistent with the values and practices of the organisation.

### 4. Planning and Organisation

- Develops processes and structures to monitor, measure and continuously improve the team.
- Monitors progress of deliverables to ensure objectives are met.
- Identifies and removes blockages to performance delivery, managing resources effectively.
- Delivers on commitments and objectives, on time, within budget and achieves quality outcomes.
- Acts decisively to implement strategies and addresses issues.

### 5. Conceptual, Analytical and Problem Solving

- Gathers and investigates information from a variety of source and explores new ideas and different methods of working.
- Is responsive and acts decisively on issues on functional issues which threaten the achievement of outcomes.
- Engages in high level thinking to identify the links and connections between complex issues.
- Recognises potential destructive behaviour and takes steps to manage the situation before conflict arises.

### 6. Computer Literacy

- Demonstrated ability to competently use relevant computer software packages.

**7. Personal Attributes**

- Demonstrates self-awareness, analyses own performance, identifies strengths and weaknesses and development needs.
- Seeks feedback on individual behaviour and performance and develops self.
- Encourages development opportunities for self and others to extend skills and experience.

**8. 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' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the licence on request by the PTA may be required.

**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**

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**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.

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**Signature**

.....  
**Date**

