

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER LEVEL 5

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION

POSITION NO P0063239

KEY RESPONSIBILITIES

Manage medium size, reasonably complex projects and/or contracts.

Note: depending on a range of factors over time (e.g. the number, size and stage of implementation of projects or contracts), this position may be required to, at different times:

- only manage project(s)
- only manage contract(s)
- manage both project(s) and contract(s)

KEY DELIVERIES

Project Management

- Manage the scoping, project development, design, delivery and review of projects.
- Prepare project management plans, including work plans, financial plans and resource plans.
- Manage and report on the delivery of assigned projects to ensure that the projects are completed to approved scope, budget, time and quality.
- Review or arrange the review of designs to ensure delivery of the project scope, budget, time and quality.
- Liaise with other staff on the development and delivery of projects.
- Contribute to the development, maintenance and improvement of project management processes and systems.

Contract Management

- Prepare contract documentation and manage the contract tendering process.
- Prepare contract management plans, including audit plans.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Review and report on the performance of contracts and contractors.
- Manage contract payments, claims and variations.
- Review or arrange the review of contractor's management plans and Inspection and Test Plans to ensure delivery of the works is in accordance with contract requirements.
- Undertake delegated contract management duties as appointed e.g. Superintendent's Representative.
- Contribute to the development, maintenance and improvement of contract management processes and systems.

Supervision and Management

- Manage project resources to meet agreed plans, budgets and performance levels.
- Supervise and manage project teams as required.
- Manage employee behaviour, performance and development, where required.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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**
DELIVERY MANAGER ROADS

LEVEL 7

POSITION NO
P0057666

PROJECT / CONTRACT MANAGER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

ALL POSITIONS UNDER CONTROL

State number of positions only

TOTAL

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

- Considerable skill, knowledge and experience in:
 - one or more of road and/or bridge design, construction and maintenance
 - project and contract management
 - managing financial and other resources with agreed allocations
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' 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
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
EXECUTIVE DIRECTOR

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

SIGNATURE DATE
MANAGER HR BUSINESS