JOB ROLE STATEMENT

SENIOR CONTRACT MANAGER BRIDGE MAINTENANCE
LEVEL 7

DIRECTORATE
BRANCH
POSITION NO

CENTRAL AND NORTHERN REGIONS
TERM CONTRACTS
P0070081

KEY RESPONSIBILITIES
Develop and manage state-wide structures panel contract for planned bridge maintenance works inclusive of timber bridges to the approved scope, budget, time and quality. Manage contracts for larger/more complex/higher risk bridge projects including the associated contract disputes.

KEY DELIVERIES

Contract Management
- Prepare contract documentation and manage the contract tendering process.
- Review, or arrange the review of designs to ensure delivery of the contract scope, budget, time and quality.
- 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 and provide expert advice to senior management for operational and strategic decisions.
- Manage contract payments, claims and variations.
- 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.
- Review ‘lessons learned’ and identify improvements for inclusion into a rolling or a new contract.

Contract Development
- Review and co-ordinate the timely provision of regional bridge maintenance requirements for inclusion in the new contract.
- Develop technical specification and documentation for a rolling or a new contract including:
  - prepare contract plans including risk analysis
  - identify existing issues and implement solutions to a new contract going forward
  - identify required outcomes going forward and include into technical specifications
- Collaborate with the Supply and Transport Branch and provide the Branch with specialist advice toward the development of the Conditions of Contract and Conditions of Tender.
  - provide expert technical advice for developing contract documentation
  - identify any relevant issues and provide recommendations and expert advice
  - manage the selection and assessment of Tenders and contract award

Leadership and Management
- Manage project resources to meet agreed plans, budgets and performance levels.
- Supervise and manage project and contract management staff as assigned.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

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.
- Ensure the involvement of asset owners on matters and issues involving the planning of bridge maintenance works.
- Collaborate with the Structures Engineering Branch for relevant bridge expertise and maintenance schedules, as required.
- Liaise with contract panel members (contractors) on future program requirements and their capability to deliver bridge maintenance works.

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
MANAGER TERM CONTRACTS
LEVEL 8
POSITION NO
P0062913
SENIOR CONTRACT MANAGER BRIDGE MAINTENANCE
LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

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

<table>
<thead>
<tr>
<th>TITLE and LEVEL</th>
<th>POSITION No</th>
<th>CATEGORY</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Manager Bridge Maintenance</td>
<td>LEVEL 6</td>
<td>Salaried, Wages</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 1

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

ESSENTIAL:

- Comprehensive skill, knowledge and experience in:
  - contract development and management
  - bridge asset maintenance and refurbishment practices including timber bridges
  - research, analysis and problem solving
  - negotiation and working objectively in conflict situations
  - building and enhancing stakeholder relationships
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development

- Knowledge of:
  - bridge works planning and programming
  - traffic management for roadworks
  - 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.

DESIRABLE:

- A Diploma in Contract Management or Civil and Structural Engineering.

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