

# JOB ROLE STATEMENT

## PROJECT / CONTRACT MANAGER STRUCTURES LEVEL 6

DIRECTORATE  
BRANCH

CENTRAL AND NORTHERN REGIONS  
WHEATBELT (NORTHAM)

CATEGORY 1  
POSITION NO

P0062557 / P0070170

### KEY RESPONSIBILITIES

Manage the project planning and development phase of larger, more complex infrastructure projects. Manage larger, more 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

#### Planning

- Provide input into the development of planning studies.
- Provide specialist planning advice to Local Government and other government agencies.

#### Project Management / Project Development

- Manage and report on projects to identified time, budget and scope.
- Manage and report on project resources including finance, human and procurement.
- Provide specialist advice in assessing and selecting project solutions.
- Manage a project team to develop project concepts, scope of works including technical investigations such as environmental and heritage clearances, land dealings, road building materials, road and bridge design and stakeholder acceptance.
- Contribute to the development and maintenance of the Network Plan, Asset Link Plans, Ten Year Road Program and Annual Road Plan by providing essential project information.
- Contribute to the development of the Delivery Plan, including project budgets and timeframes.
- Contribute to the development, maintenance and improvement of project development and project management processes, standards and systems.
- Prepare project plans, including work plans, Quality Plans, Inspection and Test Plans 'as constructed', financial and resource plans.

#### Contract Management

- Prepare contract documentation and manage the contract tendering process.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Commission and manage consultants for the provision of technical services.
- Review and report on the performance of contracts and contractors.
- 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.

#### Leadership and Management

- Manage project development including agreements and negotiations with stakeholders and developers.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Review and comment on policy standards and guidelines.
- Provide specialist advice on project management principles and practice.

#### 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.
- Provide customer advice and provide input into responses to ministerial enquiries, media contacts and community issues.

### 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			POSITION NO	
DELIVERY MANAGER	OR	LEVEL 7	P0062472	OR
PROJECT DELIVERY MANAGER		LEVEL 7	P0062470	

## PROJECT / CONTRACT MANAGER STRUCTURES LEVEL 6

**POSITIONS UNDER DIRECT SUPERVISION****ALL POSITIONS UNDER CONTROL**

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Project / Contract Manager Structures	LEVEL 5	Salaried	1
Project / Contract Manager	LEVEL 5	Salaried	1

TOTAL

2

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE****ESSENTIAL:**

- Substantial skill, knowledge and experience in:
  - one or more structures design, construction or maintenance and refurbishment
  - project and contract management
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
  - research, analysis and problem solving
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
- Knowledge of:
  - road and/or bridge planning and asset management
  - 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 Degree in Civil Engineering.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

.....  
BRANCH/SECTION HEAD

DATE

13/08/2018

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

SIGNATURE

.....  
EXECUTIVE DIRECTOR

DATE

21/8/2018

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

SIGNATURE

.....  
MANAGER HR BUSINESS

DATE

13/8/18