

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER LEVEL 6

DIRECTORATE INFRASTRUCTURE DELIVERY **CATEGORY 1**
BRANCH MAJOR PROJECTS **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Manage medium size, moderately complex road and bridge projects in accordance with approved scope, budget, time and quality.

Note: depending on project status, this position may be required to, at different times:

- only manage projects
- only manage contracts
- manage both projects and contracts

KEY DELIVERIES

Project Management

- Develop project management plans in accordance with Main Roads' project management processes and procedures.
- Undertake project development activities including procurement of consultants as required.
- Manage project schedules, risks and progress reporting.
- Manage project cost estimate, budgeting, cash-flow, finances and forecasting.
- Review designs and arrange for specialist design review as required.
- Manage pre-construction activities.
- Undertake project close-out including lessons learned and reporting.

Contract Management

- Prepare procurement plan, probity plans and contract documentation.
- Manage contract tendering, evaluation and award process.
- Develop contract management plans.
- Undertake contract management duties as delegated under the contract.
- Ensure compliance with contract requirements.
- Contribute towards improving safety in the workplace and monitor contractor's safety performance.
- Monitor progress, maintain records and prepare reports.
- Assess and recommend on claims and variations and arrange appropriate approvals.
- Review and report on contractor performance.
- Undertake contract close-out including handover and reporting.

Leadership and Management

- Manage project teams, contract management teams and other resources.
- Manage financial, technological, physical and other resources within agreed allocation to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Contribute towards the development and improvement of project management and contract management processes and systems.

Stakeholder Relationships

- Manage engagement with the community and stakeholders in relation to the development and delivery of projects and contracts.
- Manage interfaces within the agency and across portfolio.

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 PROJECT DIRECTOR LEVEL 8 POSITION NO VARIOUS

PROJECT / CONTRACT MANAGER 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 <i>Salaried / Wages</i>	NUMBER
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TOTAL

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

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - one or more of road and/or bridge design, construction and maintenance
 - project and contract management
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
- 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.

DESIRABLE:

- A Degree in Civil Engineering and/or Project Management.

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