

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER LEVEL 5

DIRECTORATE
BRANCH

INFRASTRUCTURE DELIVERY
MAJOR PROJECTS

CATEGORY 1
POSITION NO

VARIOUS

KEY RESPONSIBILITIES

Manage smaller size, non- complex road and bridge projects. Provide specialist technical support for managing larger, complex road and bridge projects.

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 or provide specialist technical support for managing project schedules, risks and progress reporting.
- Manage or provide specialist technical support for managing project cost estimates, budgeting, cash-flow, finances and forecasting.
- Review designs and arrange for specialist design review as required.
- Manage or provide specialist technical support for managing preconstruction activities.
- Undertake project close-out including lessons learned and reporting.

Contract Management

- Prepare procurement plans, probity plans and contract documentation.
- Manage or provide specialist technical support in managing contract tendering, evaluation and award processes.
- 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 Resource Management

- Co-ordinate project teams, contract management teams and other resources.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Supervise employee behaviour, performance and development, where required.

Stakeholder Relationships

- Co-ordinate consultation and liaison with the community and stakeholders in relation to the development of projects and contracts.

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 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**ESSENTIAL:**

- Considerable 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
 - 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 Diploma 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