

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER STRUCTURES LEVEL 5

DIRECTORATE
BRANCH

CENTRAL AND NORTHERN REGIONS
WHEATBELT (NORTHAM)

CATEGORY 1
POSITION NO P0063241

KEY RESPONSIBILITIES

Provide structures project/contract management services to one operational area within the Region.

KEY DELIVERIES

Project Management

- Provide structures project/contract management services, including financial and other reporting.
- Report on the delivery of structures projects to ensure that the projects are completed to approved scope, budget, time and quality, including undertaking project planning, risk management, budgeting, scheduling and resourcing.
- Assist in the scoping, project development, concept design, detailed design, delivery and review of structures projects and maintenance.
- Ensure final designs are reviewed.
- Liaise with staff in other Regions on the development and delivery of structures projects and maintenance, including feedback to the Delivery Manager.
- Contribute to the development, maintenance and improvement of project management processes and systems.

Contract Management

- Review and report on the performance of the contracts and contractors, including management of surveillance and audits as required.
- Prepare contract payments and provide advice on claims and variations.
- Contribute to the development, maintenance and improvement of contract management processes and systems.

Supervision and Management

- Manage financial and other resources to meet agreed plans, budgets and performance levels.
- Supervise and manage project and contract management staff.
- 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 structures projects.

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 / CONTRACT MANAGER STRUCTURES

LEVEL 6

POSITION NO

P0062557

PROJECT / CONTRACT MANAGER STRUCTURES LEVEL 5

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
		Salaried, Wages	
TOTAL			<hr/>

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

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - structures construction and/or maintenance and refurbishment
 - project and contract management, including project estimating
 - managing financial, technological, physical and other resources within agreed allocations
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
 - written communication, report writing
- Knowledge of:
 - road and/or bridge asset management
 - policies and practices in 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 or Structural Engineering.

CERTIFICATION

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

SIGNATURE

J. Hartley West
BRANCH/SECTION HEAD

DATE

12/07/2019

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

SIGNATURE

[Signature]
EXECUTIVE DIRECTOR

DATE

17/07/2019

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

SIGNATURE

[Signature]
MANAGER HR BUSINESS

DATE

17/7/19