

JOB ROLE STATEMENT

CONTRACT MANAGER ROAD MARKING LEVEL 6

DIRECTORATE CENTRAL AND NORTHERN REGIONS
BRANCH TERM CONTRACTS POSITION NO P0070065

KEY RESPONSIBILITIES

Develop and manage contracts for longitudinal road marking for maintenance and improvement of the state road network and ensure completion of programs to the approved scope, budget, time and quality

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 specialist 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 line marking 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 including:
 - provide specialist technical advice for developing of contract documentation
 - identify any relevant issues and provide recommendations and specialist 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.
- Liaise with contractors on road marking issues and matters affecting their areas of operation including their capabilities to deliver on future program requirements.

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
MANAGER TERM CONTRACTS	LEVEL 8 P0062913

CONTRACT MANAGER ROAD MARKING 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
NIL		Salaried, Wages	
TOTAL			

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

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - contract development and management
 - road marking practice including longitudinal, transverse and raised pavement markers (RPMs)
 - 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:
 - asset management of road markings
 - 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 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