

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER

LEVEL 7

DIRECTORATE CENTRAL AND NORTHERN REGIONS **CATEGORY 1**
BRANCH GOLDFIELDS-ESPERANCE – (OUTBACK WAY PROJECT) **POSITION NO** P0070396

KEY RESPONSIBILITIES

Manage large, remote and complex road construction project(s) in accordance with approved scope, budget, time and quality.

Note: depending on the 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 estimates, 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 plans, 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 management 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 allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Contribute towards continuous improvement of project management and contract management capability.

Early Engagement of Customers and Stakeholders

- Manage engagement, with the community and stakeholders in relation to the development and delivery of projects and contracts.
- Manage interfaces with the Land, Native Title and Local Government Stakeholders.

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

The position is based in Main Roads' Goldfields-Esperance Regional Office (Kalgoorlie) with varying work locations along the project.

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**
REGIONAL MANAGER

LEVEL 8

POSITION NO
P0051100

PROJECT / CONTRACT MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

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


- Comprehensive skill, knowledge and experience in:
 - project and contract management of large and complex road and/or bridge projects
 - road and/or bridge design
 - road and/or bridge construction
 - 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	2.1.2020
	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	7/1/2020
	EXECUTIVE DIRECTOR		

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

SIGNATURE		DATE	8/1/2020
	MANAGER HR BUSINESS		