

# JOB ROLE STATEMENT

## CONTRACT MANAGER LEVEL 6

DIRECTORATE  
BRANCH

CENTRAL AND NORTHERN REGIONS  
TERM CONTRACTS

POSITION NO P0070065 / P0070068 / P0070082 / P0070332

### KEY RESPONSIBILITIES

Manage planned medium size, moderately complex road and/or bridge construction and maintenance works under various forms of contract (including panel contracts) to the approved scope, budget, time and quality. Prepare and manage various contracts including the selection of Tenders, assessment and contract award process.

### KEY DELIVERIES

#### Contract Management

- Prepare contract documentation and manage the tendering process for programs and individual packages of work.
- Review or arrange the review of constructability 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, contractors and internal resources in order to provide specialist advice to senior management for operational and strategic decision making.
- Manage contract grievances, payments, claims, variations and disputes.
- Undertake delegated contract management duties as appointed e.g. Superintendent's Representative.
- Provide specialist advice for the development, maintenance and improvement of contract management systems and processes.
- Review 'lessons learned' and identify improvements for inclusion into current and future contracts.

#### Contract Development

- Review and co-ordinate regional and corporate requirements for inclusion into various new contracts.
- Develop technical specifications and documentation for current and future contracts 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 and/or contract terms and conditions
  - provide specialist technical advice for developing contract documentation
  - identify any relevant issues and provide recommendations and specialist advice
  - manage the selection, assessment of Tenders and contract award process
  - identify and take advantage of sustainable commercial opportunities, where appropriate
  - identify and recommend options to assist the sustainability of relevant Western Australian contracting industries

#### Leadership and Management

- Manage project resources to meet agreed plans, budgets and performance levels.
- Supervise and manage 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 external stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.
- Professionally collaborate with industry on future program requirements and their capability to deliver road and bridge construction and maintenance works.
- Collaborate with Main Roads' regions and other branches to develop and deliver beneficial delivery outcomes.

### 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  
SENIOR CONTRACT MANAGER

LEVEL 7

POSITION NO  
P0070081

## CONTRACT MANAGER LEVEL 6

**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

TOTAL

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

- Substantial skill, knowledge and experience in:
  - contract development and management for various forms of contract
  - one or more of road and/or bridge construction and/or maintenance
  - applying commercial acumen, 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:
  - traffic management for roadworks
  - civil infrastructure procurement practice and administration
  - 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.

**CERTIFICATION**

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

9/3/2020

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

9/3/2020

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

SIGNATURE

MANAGER HR BUSINESS

DATE

9/3/2020