

JOB ROLE STATEMENT

CONTRACT DEVELOPMENT AND MANAGEMENT OFFICER LEVEL 5

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
PROGRAM MANAGEMENT OFFICE (PMO)

POSITION NO

P0063166

KEY RESPONSIBILITIES

Provide a specialist support service in developing and managing Panel and Period Service Contracts and enabling Main Roads' staff to access and utilise these contracts.

KEY DELIVERIES

Procedure and Procurement

- Provide a specialist support service in developing and managing the Service Contracts.
- Facilitate compliance with procurement policy, practices and systems across Main Roads.
- Ensure safe custody and security of confidential tenders and other contract documentation.

Contract Development and Management Support

- Co-ordinate the delivery of contract development services for the Service Contracts to ensure contracts are developed to the approved scope, budget, time and quality.
- Provide specialist support in the development, maintenance and improvement of systems to review and report on the performance of contractors engaged via the Service Contracts.
- Provide a specialist support service in the development, application of contract documentation and evaluation of tenders.
- Co-ordinate the end-of-month payment process for all Service Contracts, including payment variations.
- Liaise with and provide specialist support to project managers to ensure contract compliance and timely processing and administration of Service Contracts.
- Manage Contract Tracking Registers with records of processing and payment of contract claims.
- Liaise with Supply and Transport and Finance Branches to ensure accurate administration and maintenance of contracts via Main Roads' in-house Contract Tracking System (CTS).
- Co-ordinate the management of contract insurance for Service Contracts' contractors.
- Co-ordinate Service Contracts' completion process, including issuing Project Completion Certificates to contractors and project managers.
- Proactively contribute to the continuous improvement of the PMO services.
- Conduct financial audits on both CTS system and panel contracts databases to ensure the integrity of contract data is accurate.

Management

- Effectively contribute to and assist in the achievement of Branch outcomes.
- Provide specialist support in the management of resources to meet agreed budget, performance levels and project outcomes.

Stakeholder Relationships

- Build and maintain professional working relationships with key internal and external stakeholders, including service contract contractors, and other specialist advisors.
- Communicate with project stakeholders to build collaborative relationships enabling proactive and efficient application of service contract practices.

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

PANEL AND PERIOD CONSULTANCY CONTRACTS CO-ORDINATOR

LEVEL 6

POSITION NO

P0062799

CONTRACT DEVELOPMENT AND MANAGEMENT OFFICER 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

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

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - contract development and management
 - preparation contract documentation and tender evaluation
 - contract procurement practices and governance principles
 - data analysis and management
 - building and enhancing stakeholder relationships
- Knowledge of:
 - Panel and Period Service Contracts and their application
 - 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.

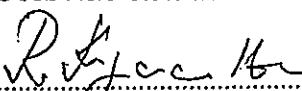
DESIRABLE:

- A Diploma in Procurement and Contracting or other relevant discipline.

CERTIFICATION

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


SIGNATURE


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BRANCH/SECTION HEAD

DATE 23/2/2021

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

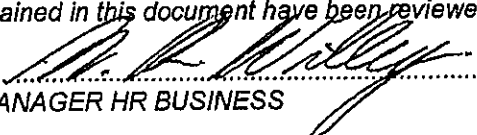
SIGNATURE


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EXECUTIVE DIRECTOR

DATE 23/02/2021

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

SIGNATURE


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MANAGER HR BUSINESS

DATE 23/2/21