



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Contracts Manager

Level

7

Position Number

36225

Division/Directorate

Transperth Train Operations

Branch/Section

METRONET Railcar Procurement Project

Effective Date

October 2021

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Commercial Manager – METRONET Railcars, Level 8

Subordinates: No Direct Reports

Key role of this position

This role is responsible for the procurement and contract management aspects within the Office of METRONET Railcar Procurement Project. The role provides advice on procurement for major infrastructure and rollingstock projects, managed by METRONET Railcar Procurement Project. The role includes maintenance of policies, procedures and reporting to ensure that contracts are managed in a cost-efficient manner, whilst adhering to the Public Transport Authority's (PTA) Contract, Finance and Project Management requirements.

Core duties and responsibilities

Management and Leadership

- Effective and timely delivery of procurement and contract management activities for complex or high value goods, services and works contracts on the METRONET Railcar Procurement Project.
- Leads the development of contracts and all associated documentation.
- Promotes professional standards and ethics relating to procurement and contract activities.
- Provides leadership and direction to the Managers and staff to assist METRONET Railcar Procurement Project to meet its business objectives in areas including procurement and contract management.
- Works with contract managers and project managers and relevant stakeholders to analyse and review existing processes, procedures and budgets to enable efficient and effective procurement and contract management practices and compliance with government and organisational standards.
- Reviews current procurement and contract management work practices and develops and implements change programs to ensure quality assurance and continuous improvement throughout METRONET Railcar Procurement Project.

Procurement

- Provides specialist advice on procurement options, planning and implementation on multi-disciplinary, complex, high risk, high value projects.
- Leads negotiations with preferred tenderers on various procurements.
- Represent METRONET Railcar Procurement Project in forums which develop and maintain strategic procurement platforms and whole of PTA contracting arrangements.
- Liaise with PTA Finance and Contracts branch and other Divisions in order to facilitate best practice procurement planning and delivery.
- Coordinates procurement and contract audits within METRONET Railcar Procurement Project.

Contract Management

- Provides advice to staff within the METRONET Railcar Procurement Project on complex contract management issues.
- Coordinates and represents the METRONET Railcar Procurement Project in forums which develop and maintain contract management practices across the PTA in an integrated and consistent manner.
- Provides support to the METRONET Railcar Procurement Project in contract management issue resolution.
- Establishes, monitors and maintains systems and procedures including undertaking audits to ensure conformance with Corporate Procurement policies, procedures and systems and with other appropriate legislation and applicable standards.
- Leads negotiations with contractors on contractual matters and obtain advice as necessary from PTA-Legal.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- A relevant tertiary qualification such as Business/Commerce, Law, Construction/Project Management, Quantity Surveying and/or substantial experience in the management and tendering of contracts.
- Extensive experience in public sector procurement of goods, services and works and the application of State Supply Commission and Government policies and procedures.
- Substantial experience in the introduction and management of change to deliver agreed outcomes.

2. Leadership and Management

- Highly developed leadership skills with the ability to work professionally with others at all levels of an organisation and has demonstrated experience in managing change effectively.

3. Communication and Interpersonal

- Highly developed communication skills (written, verbal and interpersonal) including the ability to build and maintain relationships at all levels, and negotiate and influence effectively.
- Demonstrated ability to identify effective consultative processes and engender cooperation, respect and collaborative behaviour with all stakeholders.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills with proven ability in business process design, development and implementation.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application of the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date