

JOB ROLE STATEMENT

PROJECT PROCUREMENT CO-ORDINATOR LEVEL 5

DIRECTORATE INFRASTRUCTURE DELIVERY
BRANCH PROJECT SERVICES

POSITION NO P0070385

KEY RESPONSIBILITIES

Co-ordinate major project procurement and panel contract management for the delivery of large scale, complex and/or high risk civil infrastructure projects. Provide specialist support in managing all stages of project procurement and panel contract development and administration.

KEY DELIVERIES

Project Procurement

- Co-ordinate major project procurement and panel contract management for the delivery of large scale, complex and/or high risk civil infrastructure projects.
- Provide advisory services for major project procurement including tendering documentation and processes for Construct Only, Design and Construct (D&C) and Alliance delivery methodologies including specialist support with Procurement Plans, Probity Plans, Invitation for Expressions of Interest, Request for Proposals, Evaluation Guidelines, and other process documentation.
- Procure specialist technical services through established Period and/or Panel Contracts and open tenders in collaboration with the Supply and Transport (S&T) Branch.
- Provide direct project management support to the Project Director (PD) for procurement of projects of a particularly complex nature, including alliance contracts.
- Participate as a panel member on tender assessment/evaluation panels.

Panel Contract Management

- Manage contract administration of Panel Contracts; monitor and report on the use of each contract (including expenditure).
- Manage Panel Contracts, including tendering for replacement contracts and establishment of new Panel Contracts.

Processes and Controls Performance

- Co-ordinate performance review of procurement process/procedures, including templates and guidelines to ensure that processes and controls meet ongoing performance expectations.
- Manage project document library.
- Manage procurement and document controls.
- Keep abreast of industry 'best practice' in procurement process and controls and recommend relevant improvements Main Roads' practice.

Stakeholder Relationships

- Build and maintain collaborative working relationships with all branches of the Infrastructure Delivery Directorate (IDD), Finance and Commercial Services (FCS) Directorate including Branches such as Supply and Transport (S&T), Program Management Office (PMO) and Legal and Commercial Services (LCS), and the Planning and Technical Services (PTS) Directorate.
- Build and maintain professional working relationships with all other internal and external stakeholders.
- Consult and share information with team, seek input from others and ensure all relevant stakeholders are kept informed.

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**
PROJECT PROCUREMENT MANAGER

LEVEL 6

POSITION NO
P0062463

PROJECT PROCUREMENT CO-ORDINATOR 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
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SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

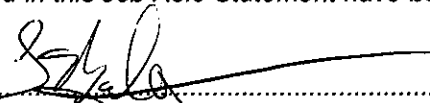
- Considerable skill, knowledge and experience in:
 - procurement practice and administration for large and complex civil projects, including the preparation of tender documentation, particularly for a ‘Two-Stage Procurement Process’ (Expression of Interest (EOI) and Request for Proposal RFP) and the use of associated methodology
 - development and management of the tender process for major projects, panel contracts and other tendering requirements
 - Panel Contract management and administration
 - research, investigation, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - various forms of contract, including Design and Construct/Alliances/Panel Contracts
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

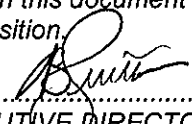
- A Diploma in Contract Management, or Project Management, or other relevant discipline.

CERTIFICATION

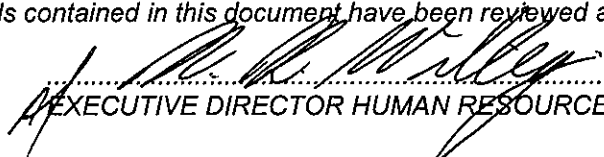
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 6/2/2024
 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 6/2/24
 EXECUTIVE DIRECTOR INFRASTRUCTURE DELIVERY

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

SIGNATURE  DATE 13/2/24
 EXECUTIVE DIRECTOR HUMAN RESOURCES