

JOB ROLE STATEMENT

PROJECT / CONTRACT MANAGER LEVEL 7

DIRECTORATE INFRASTRUCTURE DELIVERY
BRANCH MAJOR PROJECTS

CATEGORY 1
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Manage large, complex transport infrastructure projects in accordance with approved scope, budget, time and quality to achieve project outcomes. Provide expert technical advice for managing transport infrastructure projects.

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, risk and contingency management, interdependencies and progress reporting.
- Manage project estimates, budgeting, contingency, 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.
- Leverage resources to maximise efficiencies and achieve required project and program outcomes.

Contract Management

- Prepare procurement and contract management documentation.
- Manage procurement of construction contractors, third party services and specialist consultants and contract resources.
- Conduct commercial and risk mitigation negotiations.
- 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 progress and variations claims 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.

Engagement of Customers and Stakeholders

- Manage complex and sensitive consultations and negotiations with diverse stakeholders and the community, within agreed timeframes given their varying expectations and interests in relation to the development and delivery of projects and contracts.
- Manage interfaces within the agency and across portfolio.

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 DIRECTOR

LEVEL 8

POSITION NO
VARIOUS

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 transport infrastructure projects
 - one or more of road and/or bridge design and/or 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

BRANCH/SECTION HEAD

DATE

2/6/22

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

SIGNATURE

A/ EXECUTIVE DIRECTOR

DATE

27/5/22

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

SIGNATURE

MANAGER HR BUSINESS

DATE

3/6/22