

Position Description

POSITION DETAILS	
Date of PD	June 2023
Position Title	Contracts Manager
Position Grade	Grade 13
Directorate Business Unit	City Assets & Operations Roads Infrastructure
Reports to	Manager Roads Asset Delivery
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for managing Council's various Roads Infrastructure commercial contracts, internal service level agreements, grant administration and delivery of Council's capital program of works.

ABOUT YOU

You must be a highly organised and detail-oriented professional with expertise in contract management, strong negotiation skills, and a good understanding of the roads infrastructure industry.

You will play a vital role in ensuring the successful management of contracts while maintaining compliance with relevant regulations and achieving project objectives.

You must also have strong technical knowledge, project management skills and a proactive approach to asset management.

KEY RESPONSIBILITIES

1. Develop and manage various contracts relating to roads infrastructure assets. Manage the entire contract lifecycle, including contract preparation, review, negotiation, and execution. Ensure compliance with contractual terms, conditions and specifications.
2. Prepare tender documents and manage the tender process relating to roads infrastructure assets.
3. Manage contractor/consultant performance, utilising strategic contract management methods to maximise value for money to Council.
4. Assist the Manager Roads Asset Delivery various grant funding application, management and acquittal.
5. Assist the Manager Roads Asset Delivery in developing and monitoring service level agreements with internal stakeholders and interface agreements with external agencies.
6. Manage the delivery of capital program of works as requested. Collaborate with internal and external contractors to ensure timely and cost-effective project execution.

7. Assist the Manager Roads Asset Delivery in developing and implementing asset management strategies and plans for street lighting and street furniture assets, while ensuring compliance with relevant regulations, standards, and best practices.
8. Assist the Manager Roads Asset Delivery in overseeing operational and maintenance of street lighting and street furniture, including addressing internal and external customers' service requests, and other assets.
9. Provide professional and technical advice and guidance on engineering and asset matters to the organisation, external and internal customers (public, developers, consultants etc.) to achieve positive outcomes.
10. Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
11. Report injuries, accidents, incidents and near misses in work areas and on the corrective actions taken to prevent reoccurrence.
12. Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
13. Use and properly maintain appropriate safety clothing and personal protective equipment
14. Ensure EEO, the principles for a culturally diverse society and Council policies are complied with at all times.
15. Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
16. Maintain effective partnerships with internal stakeholders, external agencies, consultants and contractors relating to civil infrastructure projects and contracts.
17. Negotiate and resolve complex engineering issues to achieve positive outcomes.

Knowledge
<p>Qualifications (Level)</p> <ul style="list-style-type: none"> Recognised degree in civil engineering or similar discipline and eligible to be a member of the Institution of Engineers Australia. Class C Drivers License <p>Experience</p> <ul style="list-style-type: none"> Minimum ten (10) years' experience in managing civil engineering/commercial contracts and project/program management. <p>Essential Skills</p> <ul style="list-style-type: none"> Well advanced verbal and written communication skills.

- Demonstrated experience to manage construction contracts, establishing specialized panel of service providers and negotiating best value for money to Council
- Extensive experience to develop and implement priority works program.
- Demonstrated experience to make decisions with regard to asset related technical issues
- Demonstrated experience in project and program management.
- Demonstrated competency is the use of MS Office packages including word, excel spreadsheet and PowerPoint.

Desirable Skills

- Local government experience
- Ability to use Pathway, Content Manager and TechOne
- Understanding of corporate asset management system
- Understanding of electrical equipment, street lighting and street furniture administration