

POSITION DESCRIPTION

CONTRACTS MANAGER

POSITION DETAILS

Date of Position Description	November 2025
Position Title	Contracts Manager
Position Grade	13
Directorate Business Unit	City Services and Projects Roads Infrastructure
Reports to	Manager Roads Asset Delivery
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

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.

KEY RESPONSIBILITIES

Role Specific

- Develop and manage contracts and service agreements relating to roads infrastructure assets and services.
- Manage the entire contract lifecycle, including preparation, review, negotiation, and execution. Ensure compliance with contractual terms, conditions and specifications.
- Prepare tender documents and manage the tender process relating to roads infrastructure assets and services.
- Manage and monitor supplier and service providers performance, utilising strategic contract management practices to ensure value for money to Council.
- Maintain accurate and compliant contract records and reporting systems, ensuring all documentation is complete, auditable and aligned with Council governance, statutory requirements, and financial tracking.
- Foster effective, transparent and professional relationships with suppliers, service providers and stakeholders to support collaborative and compliant outcomes.
- Assist the Manager Roads Asset Delivery in planning and coordinating civil infrastructure projects to achieve timely and cost-effective delivery.
- Provide broad assistance to the Manager Roads Asset Delivery with grant application processes and related reporting when opportunities arise.
- Support the Manager Roads Asset Delivery in developing and monitoring service level agreements with internal stakeholders and interface agreements with external agencies.
- Provide general support for operational and maintenance activities and services across the Roads Asset Delivery portfolio, including public lighting and street furniture, ensuring compliance with relevant regulations, standards, and best practices.

- Provide professional and technical advice and guidance on asset matters to the organisation, external and internal customers (public, developers, consultants etc.) to achieve positive outcomes.
- Negotiate and resolve complex technical issues to achieve positive outcomes.
- Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
- Report injuries, accidents, incidents and near misses in work areas and on the corrective actions taken to prevent reoccurrence.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Tertiary qualifications (minimum Certificate IV) in Procurement, Project Management, Business or related studies.
- Class C Drivers License

Experience

- Minimum ten (10) years' experience in managing civil engineering/commercial contracts or project/program management.

Skills

- 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.