

## JOB DESCRIPTION

# CONTRACT MANAGER & SENIOR CONTRACT MANAGER (PO3 & Above)

Transport Services Division



### organisation overview

The Department for Transport, Energy and Infrastructure (DTEI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with the State Strategic Plan and State Infrastructure Plan.

### projects overview

The South Australian Government has announced major initiatives to improve the efficiency, safety and sustainability of the Adelaide metropolitan transport system. The implementation of the Departments program is organised into projects of varying scale and complexity.

Adelaide's Rail Revitalization will transform the metropolitan passenger rail network by delivering a number of rail projects including:

- > Electrification of the Gawler, Outer Harbor and Noarlunga rail lines, re-sleepering and gauge conversion of the entire metropolitan passenger rail network
- > Major interchange, train station & Park 'n' Ride infrastructure upgrades
- > Extension of the tramline to Port Road (Entertainment Centre)
- > Construction of new light rail links to West Lakes, Semaphore & Port Adelaide.

Major Road projects are targeted at improving freight efficiency and reducing urban congestion. Project types are major freeways, local roadways and arterials, commuter rail, light rail.

- > Improved freight access to the Port of Adelaide. Current projects include Port River Expressway, Northern Expressway, & Sturt Highway duplication.
- > Upgrading Adelaide's North-South transport corridor. Current projects include grade separations on South Road at Anzac Highway, the Glenelg Tramway, Sturt Road and Wingfield.

There are a range of opportunities available in the planning and delivery of these projects as well as in maintaining the State's regular road and rail programs. A continuing program to improve safety in all areas of the transport system across the State complements these developments.

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## position overview

The Contract Manager/Senior Contract Manager is responsible for managing major transport infrastructure construction/rehabilitation contracts as assigned (in a range of \$0.5 - \$15 million), including the preparation of specifications, and ensuring the contracts are completed to a specified standard and within budget and time estimates

## key outcomes

- > Contribute to the establishment and administration of major government road, bridge and rail infrastructure contracts to ensure appropriate quality standards are met & contracts are completed to time, cost and quality requirements.
- > Prepare complex specifications for major transport infrastructure contracts & provide a preconstruction service, including programming and site preparation, as required.
- > Perform the role of Superintendent's Representative in the administration and surveillance of contracts, in accordance with departmental Contract Procedures and General Conditions of Contract.
- > Liaise with project, technical and operational staff to coordinate external service authorities, other Agencies and Local Government authorities affected by the works.
- > Review and evaluate tenders and make recommendations for awarding contracts, ensuring that the department is obtaining value for money and that tenderers receive fair and consistent treatment.
- > Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:
  - a) implementing departmental human resource policies
  - b) ensuring that the principles of Equal Employment Opportunity, Customer Service and Ethical Conduct are a normal part of doing business
  - c) managing industrial relations issues appropriately as they arise.

## special conditions

- > Out of hours work will be required & intra/interstate travel including overnight absences may be required.
- > A current Drivers Licence is essential.

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## selection criteria

### qualifications

#### essential

- > Professional engineer or relevant tertiary qualification

#### experience/knowledge/skills

- > Significant experience in contract management of civil engineering projects, desirably including road, rail or light rail.
- > Proven experience in the development of tender/contract documents for engineering infrastructure contracts, including conditions of tender, specifications and general conditions of contract, which demonstrates a sound knowledge of contract law, particularly relating to infrastructure contracts.
- > Proven knowledge and or experience in use of AS2124 and AS4300 General Conditions of Contract.
- > Proven knowledge of transport infrastructure engineering and experience that demonstrates:
  - ability to lead and manage personnel, finances and budgets
  - competence in the management of contracts, including tender assessment and contract administration
  - ability to research and analyse complex technical issues, information and circumstances, provide sound professional advice, exercise significant levels of initiative and judgement and formulate strategic, creative and innovative solutions to critical issues.
- > Highly effective interpersonal and communication skills, both verbal and written, with proven ability to identify and respond effectively to the requirements of the customer, resolve conflict with tact and diplomacy and consult, liaise, negotiate with a broad range of people, representing the Department with professional competence in achieving broad organisational goals.
- > For higher level Contract Managers, demonstrated experience in providing strong professional leadership, and significant experience in providing authoritative advice and specialist consultation services, including interpreting and administering legislative requirements.

**For further information, please contact Ms Lynne Franks (08) 8343 2608**

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