

Position Description



Position Title	Contract Manager
Position No	00077301
Delegation Level	005
Job Designation	Contract Manager - RAD
Organisational Unit	Commercial and Contracts Regional Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Commercial and Contracts

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Provide contract management services to support Queensland Rail in delivering high-quality commercially focused contract solutions for infrastructure project delivery in civil, building, electrical, signalling and other disciplines across Queensland Rail.

Position Responsibilities

1. Conduct all contract management/administration duties to ensure successful delivery of Contracts, including all aspects of development and delivery of multiple contract types using Queensland Rail IT systems and complying with Queensland Rail policies and procedures.
2. Provide supervision and technical direction to external contractors, consultants and internal stakeholders in the delivery of contracts/projects.
3. Provide proactive contract management input/advice and manage collaboratively, stakeholder requirements throughout the project life cycle including pre-tender issues, scope changes, reporting and contract delivery within budget, quality and delivery milestones to achieve stakeholder satisfaction.
4. Resolve contract disputes, carry out site inspections, chair contract Meetings, write contract correspondence and reduce Queensland Rail's Risk exposure to known and unknown risks.
5. Provide technical assistance and supervision to Construction Inspectors.
6. Develop and enhance safety, environmental, quality and technical standards, specifications and procedures.

Additional Factors

The appointee will be required to :-

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- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Attend further training as required;
- Travel interstate and intrastate as required;
- Work outside normal working hours;
- Undergo annual performance appraisal.

What is the key selection criteria

1. High level of skill in the management/administration of contracts including services, Construct Only and Design & Construct based contracts.
2. Extensive knowledge and skill in Civil Construction.
3. High level of skill in meeting statutory, regulatory and policy obligations, particularly in relation to satisfying the safety, environment, contract processes and Human Resource requirements in a commercially focused business.
4. High level of skill in communication, particularly in the areas of contract management, reporting, leadership, people management, interpersonal, planning, coordination and negotiation skills.
5. High level of skill in the assessment of contractual claims and the monitoring of time, cost and quality.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.