

Position Description



Position Title	Commercial Contract Management Lead
Position No	00088126
Delegation Level	005
Job Designation	Manager
Organisational Unit	Commercial Contracts Supply Chain and Corporate Services
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Strategic Procurement

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

Lead a team of contract specialists to provide commercial and contract management support to the relevant contract managers, to achieve the delivery of successful contractual outcomes. This includes providing high-quality commercially focused contract solutions.

Position Responsibilities

1. Lead, manage and develop the capability of a team of Contract Specialists, to enhance team performance and facilitate professional development for best practice contract management and continuous improvement.
2. Provide commercial and contractual support and advice on best contract management strategy and complex contractual matters to the wider Supply Chain and Corporate services team.
3. Develop strategies and models that appropriately manage contract and commercial risks, proactively identifying and advising on risks associated with operational, financial, reputational, ethical and supply chain risks to enable Queensland Rail to attain best contract outcomes (value and delivery timeframes) while meeting compliance requirements.
4. Provide expert (contract and commercial) advice to stakeholders at pre-contract stage on contract risks, contract structure and contract terms as well as participate in contract negotiations where required.
5. Develop and maintain strong customer, contractor, supplier and senior stakeholder relationships which support achievement of contract and project objectives (including identification of and mitigation of risks, resolve issues as they arise and maximise the value of the contract).
6. Ensure all works are certified by appropriate authorities, and monitor compliance with the requirements of professional practice,

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the Quality Management System, and environmental Legislation, regulations and practices.

7. Identify and manage contractor's dispute and performance deficiencies including being the representative for Queensland Rail if required to prevent contractual issues and disputes.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Undertake further training and development;
- Operate in an autonomous manner within broad guidelines;
- Maintain professional skills relevant to the position;
- Travel intrastate or interstate as required;
- Work outside normal working hours;
- Undergo annual performance appraisal.

What is the key selection criteria

1. High level of skill in leading and developing a professional team of Contract specialists who deliver commercial contracts.
2. Extensive knowledge of the requirements of managing complex contracts preferably in a rail or government environment.
3. Extensive knowledge of legislation, procurement, governance, project and contract risks in a government/statutory authority environment.
4. High level of skill in the development of negotiation strategies and successful negotiation of complex contracts.
5. High level of influencing and stakeholder management skills that build and sustain productive relationships and partnerships.
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.