

## Position Description – Principal Contract Management Advisor

### POSITION DETAILS

<b>Department / Team:</b> Finance	<b>Reports to (title):</b> Procurement Manager
<b># Direct Reports:</b> 2	<b># Indirect Reports:</b> Nil
<b>Location:</b> Brisbane	<b>Salary Banding:</b> A08

### THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

Further Information: [www.crossriversrail.qld.gov.au](http://www.crossriversrail.qld.gov.au)

### OUR VALUES AND BEHAVIOURS



#### WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curios, asking questions to understand.
- We work through issues together and help each other.



#### WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



#### WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.

## ROLE OVERVIEW

The Principal Contract Management Advisor is responsible for overseeing the full lifecycle of non-construction services contracts, with a focus on high-value, high-risk, and strategically significant arrangements. This includes planning, establishment, performance management, and close-out of contracts, ensuring alignment with the Delivery Authority's governance frameworks and strategic objectives.

The role plays a critical part in ensuring contractual arrangements are compliant, strategically aligned, and deliver measurable outcomes that support the successful delivery of the Cross River Rail project.

In addition, the Principal Advisor leads a team comprising a Senior Contract Management Advisor and Contracts Advisors. The Principal Advisor is accountable for overseeing the team's work, ensuring consistency, quality, and alignment with strategic goals, while fostering a high-performance culture and supporting professional development.

## KEY RESPONSIBILITIES

- Lead the contract management function for non-construction services contracts, with a focus on high-value, high-risk, and strategically significant arrangements.
- Oversee the full contract lifecycle (planning, establishment, performance management, and close-out) to ensure compliance, governance, and strategic alignment.
- Manage and support a team comprising a Senior Contract Management Advisor and Contracts Advisors, including setting KPIs, guiding development, and ensuring consistent delivery of outcomes.
- Provide quality assurance and oversight of the team's work to ensure consistency, compliance, and alignment with strategic objectives.
- Support the Procurement Manager in preparing for and responding to audits (including those conducted by the Queensland Audit Office) by ensuring contract documentation and processes meet governance and audit standards.
- Develop and maintain contract management systems, templates, and reporting tools to support effective governance, risk management, and decision-making.
- Monitor and report on contract performance, compliance, and risk, and lead continuous improvement initiatives.
- Manage contract risk activities and oversee conflict of interest processes in line with public sector standards.
- Build and maintain strong stakeholder relationships through effective communication, negotiation, and influencing.
- Work in accordance with the Delivery Authority's policies, procedures, and safety requirements, demonstrating alignment with organisational values and behaviours.

## KEY COMPETENCIES

To be successful in this role you need the following:

- **Qualifications** – Tertiary qualifications in a relevant discipline or equivalent experience.
- **Contract Management Expertise** – Demonstrated experience in managing a broad range of contracts (including services and ICT), with capability in overseeing high-value, high-risk contracts, managing financial obligations, leading contract variations and negotiations, and implementing effective systems and processes to achieve value-for-money outcomes.
- **Governance, Compliance, and Risk Management** – Strong working knowledge of Queensland Government procurement policies, guidelines, and governance frameworks, including the Queensland Procurement Policy (QPP). Track record of ensuring compliance with governance standards, supporting audit processes (including those conducted by the Queensland Audit Office), and effectively identifying and managing risks, including conflicts of interest.



- **Leadership and Team Management** – Recognised ability to lead and develop people, foster a high-performance culture, and deliver measurable outcomes through effective team oversight. Capable of balancing competing priorities and aligning team efforts with strategic objectives.
- **Stakeholder Engagement and Communication** – Excellent written and verbal communication skills, with the ability to negotiate, influence, and build relationships with a wide range of stakeholders.
- **Analytical and Reporting Capability** – Proficiency in analytical and reporting tools, including Microsoft Excel, Power BI, or similar platforms, to support contract performance monitoring, data analysis, and informed decision-making.
- **Public Sector Behavioural Competencies – Demonstrated capability to:**
  - Act with Integrity
  - Work Collaboratively
  - Commit to Customer Service
  - Manage and Develop People
  - Deliver Results
  - Demonstrate Accountability