

Senior Contracts Administrator

POSITION DETAILS

Department / Team: Commercial Delivery	Reports to (title): Contracts Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO8

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

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 curious, 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 purpose of this position is to support the commercial and contractual management aspects of Cross River Rail project delivery within the Commercial Delivery team. Reporting to the Contracts Manager, this role assists in the administration of contractual matters, risk and issues management, and stakeholder engagement to drive the successful execution of contractual obligations.

The Contracts Administrator will contribute to contract negotiations, prepare and manage contract correspondence, and support the development of commercial strategies that facilitate the efficient resolution of contract-related issues. This will entail extensive engagement with contractors, project teams, and subject matter experts and ensuring alignment with the project's governance and compliance requirements.

Working within a complex infrastructure environment, the Contracts Administrator will be required to apply a sound understanding of contract administration principles while fostering a culture of transparency, collaboration, and accountability.

KEY RESPONSIBILITIES

- Prepare detailed research, lead consultation, development, implementation and management of commercial strategies and contract management frameworks that are required for the timely resolution of routine, non-multi-party contractual issues.
- Ownership of contract registers to support contract administration, risk and change management.
- Assist and engage in routine contract negotiations with the package Contractors and stakeholders, ensuring appropriate service delivery, performance and innovation expected from the relevant Contract Agreement.
- Engage with appropriate Subject Matter Experts to best understand project technical issues, consider, and apply contractual and commercial principles, engage with stakeholders, formulate commercial strategies for the Contract Manager and Commercial Manager's consideration.
- Review contractor correspondences and monthly reports and highlight potential commercial issues to managers.
- Draft advice to Contract Managers and Commercial Managers to assist in resolution of contract issues including the commercial implication for resolution of technical issues
- Draft and administer contract correspondence, notices, payment statement in accordance with the requirements of the relevant contract and direction of the Contract Manager.
- Contribute to fostering a culture based on good governance, commitment to excellence and a high standard of professional ethics ensuring that any interaction with the delivery teams operates in an environment based on high transparency, open communication, consultation and trust.
- Manage minor contract disputes in relation to the relevant contract as requested by the Contract Manager
- Prepare and administer reporting and briefing materials regarding commercial issues and claims to Contract Manager and other senior management as required.
- Perform other reasonable tasks as requested by management.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.



KEY COMPETENCIES

- 5+ years demonstrated and relevant experience in contracts administration and management.
- Proven ability to administer routine contract matters or ad hoc contract issues.
- Demonstrated ability to assist contractual investigations and analysis to aid commercial decision making.
- Strong written communication skills, preferably in a government or contractor setting.
- Strong interpersonal and stakeholder engagement abilities.
- Relevant Tertiary education in appropriate field such as Quantity Surveying, Business, Engineering, Law or Construction Management is desired but not essential.
- Knowledge or experience with project delivery with Alliance or other traditional delivery contracting models is viewed favourably but not essential.