

Position Description – Contract Management and Procurement Advisor

POSITION DETAILS

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| Department / Team: Corporate Services | Reports to (title): Contract Manager |
| # Direct Reports: 0 | # Indirect Reports: 0 |
| Location: Brisbane | Salary Banding: AO6 |

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES & 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 in to 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

ROLE OVERVIEW

The Contract Management and Procurement Advisor plays a hybrid role, combining procurement functions with contract administration in line with the Delivery Authority's policies and procedures. Contracts and procurement activities span a range of business support, professional, and advisory services that contribute to the successful delivery of the Cross River Rail project.

The role encompasses:

- all phases of the contract lifecycle, Contract Set-Up, Contract Management, and Contract Close-Out;
- procurement activities for low-value and low-risk engagements.

this role will be responsible for assigned contract management and procurement activities based on organisational requirements.

The purpose of this role is to ensure that contract and procurement activities are managed within their risk and budget frameworks and align with the Delivery Authority's policies and procedures.

The Contract Management and Procurement Advisor work closely with stakeholders across the organisation to ensure alignment with governance frameworks, compliance with standards, and operational processes. The role is also responsible for supporting audit and assurance requirements through accurate documentation and recordkeeping.

The position reports to the Contracts Manager.

KEY RESPONSIBILITIES

- Actively contribute as a member of the procurement and contract management team to support the achievement of the Delivery Authority's strategic and operational objectives.
- Assist in the preparation, administration, and ongoing review of procurement and contract documentation, including Contract Management Plans (CMPs), meeting agendas/minutes, risk frameworks, KPI scorecards, and variation documentation.
- Coordinate and oversee contract administration processes, including contract handover and kick-off meetings, maintaining accurate records in TRIM and TechOne, and ensuring compliance with established procedures.
- Manage and document change requests and minor variations under \$10,000, ensuring accuracy and timely processing.
- Proactively identify, manage, and advise on commercial, contractual, operational, financial, reputational, ethical, and supply chain risks to enable maximum value from contracts while meeting compliance requirements.
- Identify and escalate contract and service delivery risks, supplier disputes, and claims in a timely manner, ensuring conformance with contractual processes and statutory obligations, and implement effective remediation strategies.
- Provide advice on contract conditions and administration to stakeholders to support informed decision-making.
- Monitor and track supplier performance, payment claims, and contract deliverables, ensuring alignment with contractual obligations and agreed payment terms.
- Maintain the integrity of contract information and coordinate all aspects of contract administration, including

securities, guarantees, and insurance documentation.

- Collaborate with contract owners, stakeholders, and suppliers to build and maintain strong relationships, ensure effective contract performance, resolve issues promptly, minimise risk, and maximise value-for-money outcomes.
- Assist in the delivery of procurement activities, for low-value and low-risk engagements, ensuring alignment with Delivery Authority's policies and procedures, value-for-money principles, and stakeholder requirements.
- Monitor purchasing requisitions to ensure they are processed accurately, expeditiously, and correctly aligned with contracts or Standing Offer Arrangements (SOAs).
- Engage with stakeholders to clarify requirements and support timely processing of procurement requests.
- Notify senior procurement team members where requisitions indicate recurring demand or risk profile that may require the establishment of a new contract or SOA.
- Contribute to the continuous improvement of procurement and contract management processes, identifying opportunities to enhance efficiency, accuracy, and compliance.

KEY COMPETENCIES

- Demonstrated experience in contract administration, including managing professional, technical, and infrastructure-related services contracts.
- Proven ability to coordinate contract execution activities, including governance processes for invoice approvals and contract renewals within a multi-stakeholder environment.
- Experience in supporting procurement activities for low-value and low-risk engagements, including processing and monitoring purchase requisitions to ensure accuracy, timeliness, and alignment to contracts or Standing Offer Arrangements (SOAs).
- Strong conceptual and analytical skills, with the ability to identify and manage contract risks, undertake research, and develop evidence-based recommendations to support informed decision-making.
- Experience in preparing and reviewing contract documentation, including correspondence, reporting, and risk assessments, ensuring accuracy and compliance.
- Ability to develop and implement reporting frameworks and tools to support effective contract administration and performance monitoring.
- Sound information management capabilities, with proficiency in Microsoft Office Suite (advanced Excel skills highly desirable) and familiarity with proprietary contract management systems; experience with Power BI or similar data visualisation tools is advantageous.
- Effective communication and interpersonal skills, with the ability to engage and influence stakeholders and suppliers at all levels to achieve positive outcomes.
- Achievement-oriented, well-disciplined, and task-focused, with the ability to manage competing priorities while maintaining high standards of accuracy and meeting deadlines.
- Demonstrated understanding of Queensland Government procurement and contract management frameworks, supported by completion of relevant certification through the Queensland Government Procurement Certification Program (PCP), or a willingness to obtain certification as part of ongoing professional development.
- Commitment to continuous skill development in procurement and contract management disciplines, with openness to training and mentoring opportunities.

