



Principal Procurement and Contracts Advisor

POSITION DETAILS

Department / Team: Procurement	Reports to (title): Manager Procurement
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO7

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.crossriverrail.qld.gov.au

OUR VALUES AND BEHAVIOURS

 <p>WE COLLABORATE</p> <ul style="list-style-type: none"> • 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. 	 <p>WE INNOVATE</p> <ul style="list-style-type: none"> • 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. 	 <p>WE DELIVER</p> <ul style="list-style-type: none"> • 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.
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ROLE OVERVIEW

The Principal Procurement and Contracts Advisor is a senior practitioner role responsible for delivering high-quality procurement and contract management advice, support and outcomes across a complex, high risk infrastructure environment.

Operating within a small, high performing team and under sustained delivery pressure, the role is responsible for progressing end to end procurement and contract management activities while upholding the highest standards of integrity, probity and public sector accountability. The position requires sound judgement, resilience, and the ability to maintain quality, compliance and professionalism in an environment characterised by competing priorities, constrained resources and immovable delivery timeframes.

The role supports the Manager Procurement by leading and coordinating procurement and contract management activities for medium to high risk engagements, providing credible and well-reasoned advice to stakeholders, and ensuring procurement outcomes align with Queensland Government policy, legislative requirements and the Delivery Authority's governance frameworks. The role does not have formal people management accountability but is expected to exercise professional leadership through influence, mentoring, and role modelling ethical behaviour and best practice.

Consistent with the Queensland Leadership Competencies, the role requires the ability to think strategically while delivering operational outcomes, work collaboratively across organisational boundaries, and demonstrate personal integrity, accountability and courage in decision making. The position plays a key role in strengthening procurement and contract management capability across the organisation by embedding consistent frameworks, supporting continuous improvement, and contributing to a culture of trust, transparency and delivery excellence.

KEY RESPONSIBILITIES

All duties are to be performed in accordance with the Delivery Authority's policies, procedures, delegations and safety requirements, and in a manner that reflects our values of collaboration, innovation and delivery.

As the Principal Procurement and Contracts Advisor, you will:

- Provide clear, well founded advice on contract interpretation, performance management, variations, extensions, dispute resolution and remedies.
- Support and deliver end-to-end procurement activities, including planning, market engagement, evaluation, negotiation, contract award and contract management across a range of procurement categories.
- Provide clear, evidence-based procurement and contract management advice aligned to the Queensland Procurement Policy, financial delegations, probity principles and governance requirements.
- Prepare, review and quality assure procurement and contract documentation, ensuring it is accurate, clear, concise and fit for purpose in a high risk public sector environment.
- Lead and participate in negotiations, working closely with legal, financial, technical and commercial specialists as required.
- Manage the development, review and execution of contractual documentation for medium to high risk and complex contracts.
- Develop, review and manage contractual documentation, including contracts, variations, deeds, extensions and supporting schedules, ensuring documents are clear, accurate and fit-for-purpose.
- Work directly with suppliers to establish and manage performance frameworks, monitor delivery, address underperformance and resolve disputes in a timely and professional manner.
- Analyse supplier performance over the life of contracts and formally document performance reviews, risks and improvement actions.
- Identify, assess and manage procurement and contract risks, including developing and implementing mitigation strategies for complex contractual arrangements.
- Establish and maintain effective working relationships with internal stakeholders, delivery partners and external suppliers to support successful procurement and contract outcomes.
- Interpret and apply legislative and policy requirements to ensure procurement and contract management practices comply with statutory and ethical obligations.
- Prepare high quality briefing notes, presentations and correspondence for senior leaders and governance forums.
- Contribute to the development, implementation and continuous improvement of procurement and contract management frameworks, tools and processes that support informed decision making and delivery certainty.
- Demonstrate integrity, discretion and professionalism at all times, including the appropriate management of confidential information, conflicts of interest and probity risks



KEY COMPETENCIES

Technical and Professional Capability

- Demonstrated experience operating within complex procurement and contract management environments subject to robust governance, approval, risk, and assurance frameworks, with the ability to rapidly interpret and apply public-sector policies, delegations, and accountability requirements.
- Proven ability to manage medium to high-risk procurement and contract management activities in complex delivery environments.
- Strong understanding of probity, confidentiality, ethical decision making and public sector accountability obligations.

Delivery and Working Under Pressure

- Demonstrated ability to manage competing priorities, meet tight deadlines and maintain quality and compliance in a high-pressure environment with limited resources.
- Sound judgement and problem-solving capability, with the ability to identify issues early and implement practical, risk-based solutions.

Communication and Influence

- High level written and verbal communication skills, including the ability to prepare clear, well reasoned briefing material and provide credible advice to senior stakeholders.
- Ability to build trust and influence outcomes through collaboration, professional authority and constructive challenge rather than positional power.

Systems, Governance and Discipline

- Proficiency in procurement, financial and document management systems such as TechnologyOne and TRIM.
- Commitment to disciplined record-keeping, governance and continuous improvement.

Collaboration and Leadership Behaviour

- Ability to work independently and collaboratively within a team environment, contributing to shared objectives and capability uplift.
- Demonstrated alignment with the Queensland Leadership Competencies, particularly:
 - Leads with integrity
 - Builds enduring relationships
 - Makes insightful decisions
 - Drives accountability and delivery
- It is highly desirable the applicant holds the Diploma of procurement and contract management or equivalent (Level 3 Procurement).