

Position Description

POSITION DETAILS	
Position Title: Contracts Manager	Department / Team: Commercial Delivery
Reports to: Commercial Manager	Number of Direct Reports: 0
Next up Leader: Commercial Delivery Manager	Number of Indirect Reports: 0
Location: Brisbane, QLD	

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.crossriverrail.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



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

ROLE OVERVIEW

The purpose of this position is to provide contract management advice to support project delivery and timely resolution of contract issues relating to the Cross River Rail Project.

The role requires building and maintaining strong working relationships with key representatives from the Project Delivery team and other stakeholders, using these relationships to efficiently resolve contract issues.

The role reports to a Commercial Manager and is part of the Commercial Delivery Team.

KEY RESPONSIBILITIES

- Assist with the development, implementation and management of commercial strategies and provide the required contract management for the timely resolution of complex, strategic or multi-package contractual issues.
- Support the early identification of the risk, issues and changes to support the delivery of the project without surprises.
- Assist with the management of the risk, issues and change resolution processes including the preparation and assurance of associated commercial, contract and budget documentation.
- Assist and engage in complex, strategic 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 strategies for resolution and deliver best-for-project outcomes in accordance with Delivery Authority change and governance processes and requirements.
- Provide practical advice to the relevant project teams, Commercial Manager, Project Director/s and Commercial Director in relation to commercial issues and the commercial implications for resolution of technical issues.
- Manage contract correspondence in accordance with the requirements of the relevant contract.
- Draft contract correspondence for the State Representative under the relevant contract.
- Manage minor contract disputes in relation to the relevant contract as requested by the Commercial Managers.
- Prepare and manage the provision of reporting and briefing materials regarding commercial issues and claims to Commercial Managers and other senior management as required.
- 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.
- Any other tasks and roles that may arise as directed by the Commercial Manager.

KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- 5+ years demonstrated and relevant experience in contracts management and administration, ideally on large infrastructure or complex construction projects.
- Relevant Tertiary education in appropriate field such as Quantity Surveying, Business, Engineering, Law or Construction Management is desired but not essential.
- Proven ability to manage contract issues to favourable outcomes.
- Demonstrated ability to assist contractual investigations and analysis to aid commercial decision making.
- Excellent written communication skills, preferably in a government or tier 1 contractor setting.
- Knowledge or experience with project delivery with Alliance or other traditional delivery contracting models desired.
- Strong interpersonal skills and stakeholder engagement experience.