



Recruitment Selection Criteria

Contracts Administrator

Position Title	Contracts Administrator
Section	Project Delivery
Division	Infrastructure
Grade	18

Essential requirements

1. Record of achievement in applying initiative and creativity in delivering outcomes
2. Degree qualifications in Engineering (or associated discipline) and suitable professional experience
3. Experience and expertise in current best practices, relating to the delivery of civil infrastructure projects through external contracts
4. Demonstrated experience and working knowledge of civil works contracts including MW21 and GC21
5. Demonstrated recent experience in the supervision/project management of construction works
6. Well-developed written communication and organisational skills
7. Competence in setting priorities and programs to meet business planning objectives and statutory requirements
8. Ability to maintain an active awareness of environmental considerations in civil construction and maintenance works
9. Demonstrated working knowledge of Workplace Health and Safety Legislation and its application to construction activities
10. C class driver's licence

Desirable requirements

1. Post graduate qualifications/studies in project management
2. Post graduate qualifications/studies in contract management

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.