



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Contracts Administrator</b>
<b>Section</b>	Project Delivery
<b>Division</b>	Infrastructure
<b>Reports to</b>	Group Manager Project Delivery
<b>Grade</b>	18
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full Time

## Position purpose

To provide consistent and reliable contract administration support to the Project Delivery Section in accordance with Council's key focus area objectives, delivery plan targets and performance measures.

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Support the Project Delivery Section in the delivery of the Design and Construction Program and operational activities.
- Development, planning and execution of civil works contracts for the delivery of civil works ranging in size and complexity including roads, bridges, culverts, road drainage, storm water and flood mitigation assets, footpaths, cycle ways, buildings and recreation facilities, water and sewer and airport across the PMHC local government area.
- Provide Contract Administration position specialist advice in the following areas:
  - Civil construction contracts (eg AS 4000, GC21, minor works/subcontractor agreement, AS4122 etc), for major/large civil construction projects
  - Local Government infrastructure construction project supervision/management
  - Contract management and monitoring of claims (variations, extensions of time, requests for information, notices of delay, assessing contractor payment claims etc)
  - Financial monitoring and programming of capital works and claims.
  - Asset Management principles relating to Local Government infrastructure
  - Knowledge of Council Tendering process and the procurement requirements of the Local Government Act.
- Provide advice and support during contractual disputes and on other commercial contract issues of organisational importance.
- Provide continuous monitoring and period reporting of Contract performance information within the approved annual budget allocation for specific works and programs.
- Ensure contracts are delivered to Council adopted standards, regulations and policies.



- Liaise with the Managers, Supervisors, Council Officers, Public Authorities and Contractors/Consultants on matters arising on the implementation of the Project Delivery Section works program/(s).
- Implement and maintain systems to ensure legislative and statutory compliance with various Acts and Statutes of Law. In particular: WH&S Act + regulations, EPA Act, Construction Industry Act.
- Prioritise tasks, activities and resources based on relevant information in line with organisational objectives and agreed section plans.
- Implement and support the resourcing strategy for the section to ensure the effective delivery of section services.
- Ensure all completed works are in accordance with agreed quality standards and specifications.
- Ensure that appropriate consideration of environmental factors is included in all specific works and contracts.
- Plan, resource estimate and supervise the delivery of capital projects from time to time depending on section workload.
- Any other related duties as directed.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

## Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



**Document Endorsement**

**Date**     12/9/2017                      **Group Manager**     Project Delivery

**Date**     12/9/2017                      **Director**             Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**                      \_\_\_\_\_

**Employee Signature**                      \_\_\_\_\_

**Date**    \_\_\_\_\_