

POSITION DESCRIPTION

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| POSITION TITLE: | Civil Works Contract Manager. |
| POSITION STATUS: | Negotiable - 0.6 FTE to full time. |
| SALARY: | \$100,000 - \$110,000 per annum (pro rata) based on experience. |
| REPORTING ARRANGEMENTS: | This role reports to the Director, Sector Services. |
| LOCATION: | 326 Macquarie Street, Hobart. |
| SPECIAL CONDITIONS: | <p>Current driver's licence.</p> <p>Will be required to work out of normal office hours on occasion.</p> <p>Some intrastate travel (with possible overnight stays) will be required.</p> <p>Employees of LGAT are required to undertake a 3-month probation period prior to confirmation of their employment agreement. A formal performance appraisal will be undertaken during this time and annually thereafter.</p> <p>A person is to provide evidence that they are vaccinated against COVID-19 or has an approved exemption.</p> <p>Superannuation paid at Superannuation Guarantee plus 3.5%.</p> <p>Annual leave is five weeks plus Christmas/New Year shutdown.</p> |

POSITION OBJECTIVE:

The position of Civil Works Contract Manager will play a pivotal role in the development, implementation and management of a suite of civil works and other panel arrangements for local government in Tasmania. You will offer councils and suppliers with specialist support in the use of the panels and provide leadership and direction in the civil works portfolio. You will be part of small, high performing agile team at an exciting point in development and will be instrumental in delivering the future 5-year business plan.

KEY RESPONSIBILITIES:

- Provide expert advice and services in relation to best practice procurement and contract management.
- Develop, implement and manage a suite of LGAT Procurement civil works panels including contract managing suppliers and training councils in the use of the panels and customer contracts.
- Establish and manage relationships with councils, key suppliers and service providers.
- Provide procurement consultative services, and probity advice to councils.
- Influence and support to councils in their efforts to enhance procurement practices and ensure compliance.
- Manage stakeholder issues and concerns with an ability to effectively influence views using strong technical knowledge, factual data and effective communication.
- Other project related duties as directed.

SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA):

- Knowledge and understanding of various forms of civil works contracts including cooperative contracting.
- Strong eye for detail and project management skills.
- Demonstrated skills and experience in contract management.
- Knowledge and understanding of local government and civil works.
- High-level organisational skills with demonstrated capacity to plan, organise, and prioritise workload with limited supervision.
- High-level facilitation and engagement skills, with the ability to liaise and collaborate with senior management and key stakeholders with a demonstrated ability to influence change.
- Strong contract administration expertise, including creating contract documents.
- Excellent written communication skills enabling the production of clear, accurate, and concise communications materials, reports and other documents.
- Ability to work in a team and to work with a high degree of autonomy.

- High-level information technology skills to support strong collaboration and program management.

QUALIFICATIONS:

Tertiary qualifications relevant to the position are desirable.

Relevant experience in procurement and/or civil works procurement and/or contract management.

WORKPLACE HEALTH AND SAFETY:

LGAT is committed to an environment and culture that provides for the health, safety and wellbeing of all its workers, and meets the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.