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### Engineer (Support)- Contract Management

#### Primary Objective of Position

The Engineer (Support) - Contract Management assists the Engineer – Contract Management to ensure that the Contractor delivers the Contract to plan and specification of component (s) of the project.

#### Key Outcomes

The Engineer (Support) - Contract Management will be accountable to the Engineer – Contract Management and/or Project Director for the following outcomes:

- 1) Compliant contract project component:
  - # Contractual compliance
    - # Plan and Specification including quality of components e.g. sub-base, surfacing etc
  - # Project statutory compliance - laws and regulations
    - # Health and safety
    - # Environmental
    - # Road signs and traffic control
  - # Design and structural compliance
    - # Undertake site design adjustments
    - # Refer design/structural variations to HQ/designers
- 2) Resources coordinated
  - # Monitor and schedule project management resources
    - # Contract quality control – material sources, testing and clearances,
    - # Contract quantity – material and furnishings e.g. monitoring, quantity surveyors
  - # Recording of variation for authority orders
  - # Preparation of progress quantities for expenditure reports
- 3) Contractor and other stakeholder relationships managed
  - # Respond to stakeholders
    - # Landowners/property owners/tenants and their representatives
    - # Contractors works representatives
    - # Public e.g. Road users
  - # Participate in site meetings and negotiations
- 5) Project component information.
  - # Project monitoring for Project Engineer
    - # Day to day field feedback
  - # Draft Work as Executed plans
    - # Progress reports submitted to ensure contractual reporting is complied with
- 6) Demonstration of the PWD image and value standards
  - # Cooperative and effective project management team

## Duties / Responsibilities (Describes key competencies required to achieve performance levels)

### Competence

### Competence Description

#### Business

Business Performance

Manage performance levels against set deliverables.

Risk Management

Implement and manage a risk assessment program.

Planning

Develop a detailed work plan to achieve specified objectives.

Documentation

Present information in a report that explores the links between the issues and draws conclusions.

#### Customer

Customer Commitment

Seek, act upon, and follow through on customer feedback regarding products or services provided.

Relationship Building

Build long-term relationships working as a trusted advisor.

Quality Focus

Monitor/audit quality standards: provide guidance and direction to staff on quality standards.

#### People

Team Orientation

Assemble teams with different talents, interests and background to create synergy.

Facilitation

Ensure work delegated is completed in an effective and timely manner, accepts accountability.

#### Professional

Technical Strength

Identify and analyse the problem or issue and match it with an established technical solution.

Compliance

Investigate/audit and report on compliance issues.

#### Operational

Health and Safety

Observe and report potential hazards or security breaches in the workplace.

Environment

Observe and report potential environmental hazards or breaches in the workplace.

### Interactions

External

Government Officials  
General Public  
Auditors  
Suppliers  
Landowners  
City and Town Councils  
Associations / Unions  
Contractors

Internal

Regional and Headquarters  
Management team  
All staff

## Person Specifications:

### Qualifications

#### Preferred

Degree Civil Engineering

#### Desirable

Higher Degree incl. Post Grad Cert or Dip Project management e.g. post grad. diploma

### Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Membership of Professional Engineers Institute (recognised)

#### Regulatory Compliance Requirements

Drivers Licence

### Work Knowledge and Experience

Experience with project management - as contractor or contactor management

Road construction and/or rehabilitation experience is essential

A competent engineer in this role is likely to have had up to 3 years experience since graduation

### Personal Attributes :

#### Attribute Type

#### Attribute

Behavioural

Accountable  
Customer Focused  
Detail Oriented  
Enthusiastic

Interpersonal

Perceptive  
Self Sufficient and Assured  
Team Oriented

Thinking

Challenger  
Disciplined / Systematic  
Initiative

### How to apply:

**Closing Date:** Friday, 6 November, 2009