



Job Profile

Contract Administrator

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	Career Stage	TBC
Job Function	Contract and Supplier Relationship Management	Career Stream	Operational
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	1/11/2023
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

The Contract Administrator works in partnership with the business to administer established contracts and contributes to the development and managing of contracts with suppliers of goods & services in order to achieve delivery of contractual obligations to agreed standards to ensure Major Projects deliver on their intended benefits. The role is responsible for supporting the administration of Major Projects contracts. Sydney Water's major project are high value high risk and minimum value of projects is \$50-100m. Section 1: Accountabilities.



Accountabilities

Job Specific	• Support the Senior Contract Administrator and Contract Manager in the administration of contracts on the projects assigned. • Support the Compensation Event process in line with SW Delegations Manual and the Contract Management Manual. Liaising with wider project team (Project Manager, Engineers, and Project Controls) to inform recommendations when reviewing Compensation Events. • Contribute to pricing reviews and contract re-negotiation, attending scheduled performance reviews, supporting the resolution of supplier performance matters and incidents. • Interpret and explain contract requirements, and terms and conditions to stakeholders to support compliance with statutory and policy requirements and inform decision-making. • Contribute to monthly reporting for allocated Major Projects and support project risk review workshops in the preparation of performance and reporting in line with contract governance requirements. • Support project team in developing strategies for dealing with contractual issues and Compensation Events as they are raised, and consult with Legal, insurance and compliance and Project Control to prepare the necessary documentation. • Carry out contract termination/extension activities to enable the processing of final payment claims and issuing of any relevant contractual completion documentation. • Proactively identify and manage contract risks to meet organisational obligations and achieve the planned outcomes of the contract. • Contribute to continuous improvement initiatives of procurement processes, systems, tools, templates, and ways of working.
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Role Requirements

Education / Qualifications

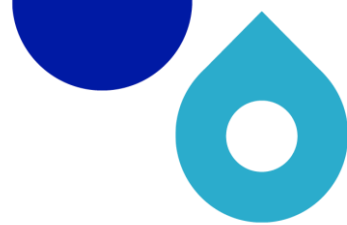
Required	Bachelor's degree in Quantity Surveying, Construction Management, Construction Law, Engineering, or Business.
Desired	Professional MRICs or equivalent qualification (desirable but not essential)

Certifications / Licences

Required	
Desired	

Experience

Required	- Contract and commercial management experience in construction and infrastructure projects in a large - complex organisation, preferably in a similar organisation or industry sector. - Experience with a Tier 1 / Tier 2 contractor, or client side is preferred but not essential. - Good understanding of construction transaction and delivery models. - Experience in partnering with the business in effective contract and commercial management. - Ability to partner closely with the business while maintaining a degree of functional independence. - Good stakeholder management skills, both internally and with external suppliers. - Good communication skills with the ability to convene complex commercial matters through reports and presentations. - Strong teamwork capability with appreciation of intricacies of matrix organisations. - Able to demonstrate commitment to safety, and the ability to build strong relationships
Desired	



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Health And Safety Standards	1	Essential	Advanced
Contract Management	2	Essential	Advanced
Construction Management	3	Essential	Advanced
Construction Estimating	4	Essential	Advanced
Project Management	5	Essential	Advanced
Dispute Resolution	6	Essential	Advanced
Risk Management	7	Essential	Intermediate
Cost Management	8	Desirable	Intermediate
Governance	9	Desirable	Intermediate
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.