



## 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       | D           |
| Job Function                                                                                     | Contract and Supplier Relationship Management | Career Stream      | Operational |
| Coverage<br><small>EA = Enterprise Agreement<br/>ICE = Individual Contract of Employment</small> | EA                                            | Last Modified Date | 18/06/2025  |
| To be completed by Manager ~ (Team Size relates to People Leadership)                            |                                               |                    |             |
| Work Environment                                                                                 | Hybrid                                        | Team Size          |             |
| People Leader                                                                                    | Choose an item.                               | Indirect Team Size |             |

## Who we are.

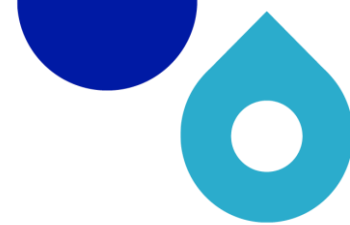
At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, 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 to achieve delivery of contractual obligations to agreed standards to ensure Program delivery deliver on their intended benefits. Program Delivery exists within Infrastructure Delivery and strives to be the deliverer of choice for building, upgrading, and maintaining Sydney Water's infrastructure needs. We work closely with our Regional Delivery Partner (RDPs) and other external suppliers to provide the delivery of water, wastewater, and stormwater infrastructure projects for Sydney Water's investment program and to manage the provision of maintenance services.



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| <p><b>Job Specific</b></p> | <ul style="list-style-type: none"> <li>• Support the Senior Contract Administrator and Regional Contract Manager in the administration of contracts on the assigned projects.</li> <li>• Support the Compensation Event, Early Warning and variation processes 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.</li> <li>• Support Project Managers in assessing monthly progress claims in accordance with the contract and prepare the necessary documentation.</li> <li>• Support the review of project requirements to confirm adequate level of completion, liaising with necessary departments and business units.</li> <li>• Assist in the quotation process including issuing request for Quotation, assessing against Procurement's commercial requirements and issuing notice of acceptance/amendment/decline or notice of acceptance.</li> <li>• Assist with drafting, finalise, and seek approval on Contract Management Plans including meeting cadence and detail. Resolve low risk and value contractor issues seeking assistance as required.</li> <li>• Support the project team to identify, record, escalate and develop strategies for dealing with contractual risks/issues.</li> <li>• Work with the Senior Contract Administrator to assist with dealing with contractual issues and variations as they are raised, and consult with the business, Legal, insurance and compliance to prepare the necessary documentation.</li> <li>• Contribute to monthly reporting for allocated projects and support in the preparation of performance and reporting in line with contract governance requirements. Carry out contract extension and completion or termination activities to enable the processing of final payment claims and issuing of any relevant contractual completion documentation.</li> <li>• Contribute to continuous improvement initiatives of procurement processes, systems, tools, templates and ways of working, with business partner input and consultation where required.</li> </ul> <p>Administer Ariba, SAP, Sydney Water Delivery Portal, or other systems as required.</p> <ul style="list-style-type: none"> <li>• Explaining contract requirements, terms and conditions and the need for compliance in a meaningful way to stakeholders, given the complexity of many contracts and the diverse needs of stakeholders.</li> <li>• Managing a volume of input and outputs to key contractual requirements, early warnings, payments, compensation event notices and project manager instructions for adherence to contractual obligation.</li> <li>• Industrywide Knowledge around key principles and structure of the New Engineering Contract - Revision 4 (NEC4) for an efficient management of contractual obligations.</li> <li>• Integrated management of scope between Stakeholders for completeness, and the avoidance of heavy reliance on the change management process.</li> </ul> |
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## Education / Qualifications

|                 |                                                                                                                                                                                                           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required</b> | <ul style="list-style-type: none"> <li>Tertiary qualifications in Quantity Surveying, Construction Management, Construction Law, Engineering, or Business and/or relevant industry experience.</li> </ul> |
| <b>Desired</b>  | <ul style="list-style-type: none"> <li>Royal Institution of Chartered Surveyors (RICS) qualification</li> </ul>                                                                                           |

## Certifications / Licences

|                 |                                                    |
|-----------------|----------------------------------------------------|
| <b>Required</b> | <ul style="list-style-type: none"> <li></li> </ul> |
| <b>Desired</b>  | <ul style="list-style-type: none"> <li></li> </ul> |

## Experience

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required</b> | <ul style="list-style-type: none"> <li>5+ years' experience working in contract management in a large complex organisation, preferably in a similar organisation or industry sector.</li> <li>Strong stakeholder management skills with multiple stakeholders and in particular external suppliers</li> <li>Good communication skills with the ability to convene complex commercial matters through reports and presentations.</li> <li>Strong teamwork capability with appreciation of intricacies of matrix organisations.</li> <li>Able to demonstrate commitment to safety, and the ability to build strong relationships.</li> <li>Looks for opportunities to improve supplier relationships and agreements and acts on these opportunities.</li> <li>Demonstrated experience in partnering with the business to support commercial negotiations and manage contracts across the lifecycle.</li> </ul> |
| <b>Desired</b>  | <ul style="list-style-type: none"> <li>Sound understanding of contract development, supplier management and procurement metrics reporting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 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 (C-E)                                         |                                                                                                                                                                                      |                        |                   |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|
| 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.