



## Job Profile

# Contract Manager

Group: Finance, Commercial & Digital

## Job Summary

| To be completed by People and Culture team                                                       |                                               |                    |              |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|--------------|
| Job Family                                                                                       | Supply Chain & Procurement                    | Career Stage       | F            |
| Job Function                                                                                     | Contract and Supplier Relationship Management | Career Stream      | Professional |
| Coverage<br><small>EA = Enterprise Agreement<br/>ICE = Individual Contract of Employment</small> | 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

To work in collaboration with Major Projects Project Director and be the first point of call for all commercial matters within the allocated Major Projects.

The role is to lead commercial stream of major projects transaction (procurement) and manage the contract and commercial negotiation during Major Project transactions to ensure value for money is achieved while mitigating commercial risk by applying dispute avoidance strategies and lessons learned on projects. This includes leading commercial aspects of INSW Gates 3 and 4.

To Manage the contract management requirement of the project and be the lead for commercial matters. Manage payment, Early Warning and Compensation Event process with Project Manager and lead negotiation and settlement of commercial disputes.

To manage contract management requirement for INSW Gate 5 & 6.

Assist and complete requirements for monthly reporting in Major Projects.

Manage contract close out of Major Projects.



## Accountabilities

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| <b>Job Specific</b> | <p>Leadership of Major Projects commercial and contract management</p> <ul style="list-style-type: none"> <li>• Accountable as the single point of contact for commercial matters in procurement and contract requirement within the nominated portfolio of Major Projects,</li> <li>• Manage key stakeholder relationships within nominated portfolio of Major Projects</li> </ul> <p>Contract development</p> <ul style="list-style-type: none"> <li>• Oversee implementation and management of enterprise wide contract strategies,</li> <li>• Manage contract development for Major Projects during transaction period, lead commercial work stream during transaction, review scope of work and other contract documents for consistency and remove ambiguity from contractual documents</li> </ul> <p>Contract implementation and transition</p> <ul style="list-style-type: none"> <li>• Manage review project requirements to confirm adequate level of completion, liaising with necessary departments and business units,</li> <li>• Lead commercial/contract negotiation prior signing the contract,</li> <li>• Lead commercial outcome of Early Contractor Involvement (ECI) process,</li> <li>• Collate finalised contract inputs and seek approval for execution.</li> </ul> <p>Contract operations</p> <ul style="list-style-type: none"> <li>• Assist with drafting, finalise, and seek approval on Contract Management Plans including meeting cadence and detail,</li> <li>• Oversee and resolve contractor issues as required.</li> </ul> <p>Contract variations and administration</p> <ul style="list-style-type: none"> <li>• Manage Early Warning and variation proposals and review requests,</li> <li>• Manage the review and approval of all variations occurring for compliance with contract and commercial validity in line with SWC delegations,</li> <li>• Manage pricing reviews and contract re-negotiation, attending or leading scheduled performance reviews, resolving supplier performance matters and incidents, participation in supplier management and development forums and preparation of recommendations for contract review,</li> <li>• Liaise with Project Control for contract variations.</li> </ul> <p>Contract governance</p> <ul style="list-style-type: none"> <li>• Manage monthly reporting for allocated Major Projects,</li> <li>• Identify, record and escalate contract risks and issues in risk register,</li> <li>• Provide support as required on performance reports and KPI reporting,</li> <li>• Provide strategies for dealing with contractual issues and variations as they are raised, and consult with Legal, insurance and compliance and Project Control to prepare the necessary documentation.</li> </ul> <p>Contract termination/extension</p> <ul style="list-style-type: none"> <li>• Manage closure and processing of final payment claims</li> </ul> <p>Contract continuous improvement</p> <ul style="list-style-type: none"> <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> |
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## Role Requirements

### Education / Qualifications

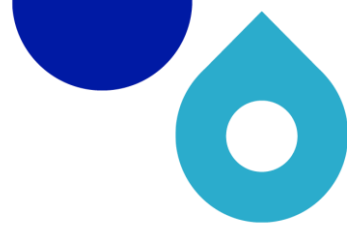
|                 |                                                                                                                                                                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required</b> | <ul style="list-style-type: none"> <li>Relevant degree qualification (e.g. Quantity Surveying, Construction Management, Construction Law, Engineering, Business) or experience deemed equivalent</li> <li>Professional MRICs or equivalent qualification</li> </ul> |
| <b>Desired</b>  | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                  |

### Certifications / Licences

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

### Experience

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|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required</b> | <ul style="list-style-type: none"> <li>10+ years' contract and commercial management experience in construction and infrastructure projects in a large complex organisation, preferably in a similar organisation or industry sector,</li> <li>Relevant work experience for Tier 1 and Tier 2 contractors in addition to client side,</li> <li>Strong understanding of construction transaction and delivery models and INSW Gate system and reviews,</li> <li>Demonstrated experience in partnering with the business in effective contract and commercial management strategies and lead commercial,</li> <li>Ability to partner closely with the business while maintaining a degree of functional independence.</li> <li>Strong stakeholder management skills with multiple stakeholders and in particular external suppliers,</li> <li>Strong communication skill with ability to convene complex commercial matters through reports and presentations,</li> <li>Strong understanding of construction law,</li> <li>Developed management and leadership capability for managing the team,</li> <li>Strong team work capability with appreciation of intricacies of matrix organisations.</li> </ul> |
| <b>Desired</b>  | <ul style="list-style-type: none"> <li></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 (F-H)                                         |                                                                                                                                                                                     |                        |                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|
| Capability                                                            | Descriptor                                                                                                                                                                          |                        |                   |
| Accountability                                                        | Sets direction and motivates others to hold themselves accountable for achieving goals. Leads by example, collaborates, and sets a high standard for accountability and commitment. |                        |                   |
| Agility                                                               | Creates team culture to encourage agile ways of thinking and working. Role models flexibility and adaptability in teams/business areas.                                             |                        |                   |
| Innovation                                                            | Improves or adapts existing methods and processes to achieve greater value. Manages risks, is open to and shares lessons learnt with others.                                        |                        |                   |
| Functional Skills                                                     |                                                                                                                                                                                     |                        |                   |
| Skill                                                                 | Priority                                                                                                                                                                            | Essential or Desirable | Proficiency level |
| Contract Management                                                   | 1                                                                                                                                                                                   | Essential              | Intermediate      |
| Stakeholder Management                                                | 2                                                                                                                                                                                   | Essential              | Intermediate      |
| Project Management                                                    | 3                                                                                                                                                                                   | Essential              | Intermediate      |
| Prioritization                                                        | 4                                                                                                                                                                                   | Essential              | Intermediate      |
| Business Acumen                                                       | 5                                                                                                                                                                                   | Essential              | Intermediate      |
| Interpersonal Communications                                          | 6                                                                                                                                                                                   | Essential              | Intermediate      |
| Data-Driven Decision-Making                                           | 7                                                                                                                                                                                   | Essential              | Intermediate      |
| Risk Mitigation                                                       | 8                                                                                                                                                                                   | Desirable              | Intermediate      |
| Business Writing                                                      | 9                                                                                                                                                                                   | Desirable              | Intermediate      |
| Time Management                                                       | 10                                                                                                                                                                                  | 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.