



Position Title:	Contracts Administrator		
Position Code:	TBC		Evaluated: 10/03/2021
Award Classification:	Band:	2	Level: 2
Salary System Grade:	Grade:	4	Minimum Level: Entry
Approved:	Matthew Lysaught		Date: 08/03/2021

Primary Purpose of the Position

The Contracts Administrator is responsible for the contract management of Council's major capital projects. This includes preparation and administration of contracts in partnership with project managers, providing all administration, including assessment of claims, variations, and reporting.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Prepare and collate contract and project management documentation.
2. Administer contracts for major capital projects.
3. Assess and report on payment claims and variations for projects.
4. Maintain the currency of contracts with insurance requirements, contractor information, and Work, Health and Safety information.
5. Accurately record and maintain all documentation for major capital projects and contracts.
6. Identify and report potential risks in project and contract documentation.
7. Coordinate and attend meetings to assess progress on projects and record information.
8. Prepare regular project status reports, provide advice in the preparation of tenders and contract documentation, contract letters, and other communications and notices in respect to contract administration.
9. Any other such duties that are commensurate with the employee's skill level, competency and training.




Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability	Capability & Behaviour Descriptors
 Effective Communication – Listen, interpret and convey information in a clear and respectful manner.	<ul style="list-style-type: none"> Present your ideas and views in a clear and respectful way. Consider full body language and facial expressions and adapt where necessary. View concerns and disagreements as challenges to be solved, and follow issues through to resolution.
 Achievement – Achieve quality outcomes in line with organisational objectives.	<ul style="list-style-type: none"> Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards. Understand objectives and prioritise work accordingly. Identify and suggest system or process improvements within your own functional area.
 Accountability – Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies.	<ul style="list-style-type: none"> Be accountable for your own actions. Act within delegation of authority levels, and work within legislative frameworks and policies. Understand the application of safe work practices, consider and address risks in daily operations.



Key Tickets, Qualifications and Other Skills

1. Degree in Construction Management, Project Management or other equivalent qualifications or experience.
2. Minimum 3 years' experience in a similar role.
3. Advanced knowledge of design and construction contracts.
4. Advanced skills and experience in the use of MS Project or equivalent.
5. Class C Drivers Licence.
6. Demonstrated knowledge of Aus-Spec and RMS design and construction specifications; in particular building design and construction guidelines and specifications (desirable)
7. Demonstrated knowledge of the relevant and applicable NSW legislation; e.g. tendering regulations in the NSW Local Government Act; EP&A Act; Heritage Conservation; and Building Code of Australia (desirable)
8. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
9. Demonstrated Advanced key capabilities as defined in the Key Capabilities Table (above).