

# Role Description

## Contracts Engineer

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Infrastructure and Place /Technical andProject Services /Commercial Services
Location	Milsons Point
Classification/ Grade/ Band	Engineer Level 1/2
Role Number	50012344
ANZSCO Code	133211
PCAT Code	1229192
Date of Approval	October 2019
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$51.2bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

The Contracts Engineer provides advice and support on construction and contract policies, procedures and guidelines, including maintenance of the engineering contracts manual. The role also assists in the administration of contractors, standard conditions of contract and tender documents for construction industry contracts and prepares contractor performance summary reports.

### Key accountabilities

- Provide administrative support to the Director, Contracts Administration in the development, implementation and maintenance of construction and contract policies, procedures and guidelines.
- Revise Transport for NSW standard form contract and tender documents to support effective contract management and performance as a result of changes to Government policies and guidelines.
- Revise the engineering contracts manual (ECM) and make updates to reflect changes to Government policies and new guidelines for engineering contracts.
- Provide timely support for users with regards to the implementation of the ECM, TfNSW policies, and guidelines to ensure guidelines are clear, and procedures are understood.

- Assist with the investigation and reporting of claims in dispute to facilitate speedy resolution of complaints.

## Key challenges

- Supporting the effective management of performance that develops sound infrastructure and operational contracts that are transparent, balanced, predictable, and outcome-based.
- Building technical expertise and knowledge of TfNSW construction industry contract policies, procedures and guidelines, including maintenance of the engineering contracts manual.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Take guidance and escalate critical issues</li> </ul>
CS Leadership Team	<ul style="list-style-type: none"> <li>• Ensuring that relevant, timely and accurate advice is provided through to the Senior Managers and Contracts Administration Manager to support decision making.</li> </ul>
Project Teams	<ul style="list-style-type: none"> <li>• Collaborate, share information and drive process improvement</li> </ul>
<b>External</b>	
Contractors and service providers and Suppliers	<ul style="list-style-type: none"> <li>• Manage and provide guidance as per the TfNSW policy</li> </ul>
NSW Government Construction agencies	<ul style="list-style-type: none"> <li>• Keeping abreast of current and emerging Government policy and statutory requirements</li> </ul>
Industry representatives	<ul style="list-style-type: none"> <li>• Keeping abreast of current and emerging construction industry issues and best practice</li> </ul>

## Role dimensions

### Decision making

The role operates with autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

### Reporting line

The role reports to the Director Contracts Administration

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- A four year engineering degree from an Australian University or equivalent overseas qualifications.





- Demonstrated knowledge of contract documents, tender assessment, performance assessment and reports.
- Demonstrated knowledge of the technical aspects of materials, equipment and techniques used in road and bridge construction and / or maintenance management.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role, the capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Intermediate</b>
 <b>Results</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 <b>Business Enablers</b>	Finance	Intermediate
	Technology	Adept
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	<b>Project Management</b>	Intermediate

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>Utilise facts, knowledge and experience to support recommendations</li> <li>Work towards positive and mutually satisfactory outcomes</li> <li>Identify and resolve issues in discussion with other staff and stakeholders</li> <li>Identify others' concerns and expectations</li> <li>Respond constructively to conflict and disagreements</li> <li>Keep discussion focused on the key issues</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>Understand the team/unit objectives and align operational activities accordingly</li> <li>Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>Accommodate and respond with initiative to changing priorities and</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		operating environments
<b>Business Enablers</b> Procurement and Contract Management	Adept	<ul style="list-style-type: none"> <li>• Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>• Develop well written, well-structured procurement documentation that clearly sets out the business requirements</li> <li>• Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective</li> <li>• Be aware of procurement and contract management risks, and what actions are expected to mitigate these</li> <li>• Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>• Escalate procurement and contract management issues where required</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>