

POSITION DESCRIPTION

Contract Management and Estimation Officer (WSIGP)
(POS2625)

Directorate:	Operations	Department:	WSIG Project Delivery
Position Grade:	15 Market	Reports to:	Manager Project Controls
Last review:	Not Applicable	Next review:	November 2026
		Version No.:	1.0

Position purpose:

To provide high quality estimating and quantity surveying for civil, open space, drainage, and flood plain, and building projects and to take ownership of contract management governance and delivery for Western Sydney Infrastructure Grants Program projects.

Key accountabilities/responsibilities:

Under the guidance of Manager Project Controls, responsible for:

- 1) Responsible for Project Budget Analysis and Estimates by using relevant market rates, rates from recent projects where applicable, and obtaining Subject Matter Expert (SME) and other subcontract input as required for open space, building, drainage, and flood plain, construction and civil projects.
- 2) Reviewing and analysing subcontractor, supplier or vendor quotes and, reviewing and pricing preliminaries for project resources.
- 3) Reviewing risks and opportunities and as appropriate seeking subcontract market cover as well as developing quantified Risk Registers.
- 4) Reconciling, analysing and reporting actual budgets against original budgets, where required.
- 5) Completing estimate review documentation and preparing information for presentation and review by management.
- 6) Complete preliminary and detailed estimates for open space, building, drainage, and flood plain, construction and civil projects.
- 7) Manage and/ or support key vendor relationships across projects in line with contractual arrangements, to ensure optimal service delivery and for the best value for money.
- 8) Facilitates commercial vendor governance meetings and maintain vendor relationship/ performance management to maximise vendor and service performance outcomes.
- 9) Subject Matter Expert (SME) in governing the day-to-day commercial execution and management of contracts, providing commercial guidance and advice to key stakeholders and other commercial teams.
- 10) Responsible for developing and facilitating contract variations, claims, EOTs, time bars and renewals to existing contracts in collaboration with applicable project Coordinators and Managers and business stakeholders in line with applicable policies and legislation.
- 11) Contributing to the successful development, acceptance, and implementation of Western Sydney Infrastructure Grants Program projects by ensuring effective liaison, consultation, and communication, and developing and maintaining effective working relationships with internal and external stakeholders.
- 12) Follow Council's policies and procedures when carrying out work to effectively manage risks and opportunities. Report all incidents, risks, and issues to Management on a timely manner.

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Decisions made in the position:

- 1) Approval of purchase order requisitions within position's financial delegation.
- 2) Work and resourcing priorities.

Decisions referred:

- 3) Budget expenditure beyond allocated limits
- 4) Approval of contract work variations
- 5) Procurement
- 6) Major contract disputes
- 7) Approval of purchase order requisitions above position's financial delegation
- 8) Major WH&S and EP&A breaches.

Key issues/challenges:

- 1) Applying the Delivery Management Framework (DMF) where practicable to project estimating, controls and contract management.
- 2) Maintaining current Bill of Quantities (BoQ), Bill of Materials (BoM) or Quantity Surveys (QS) that reflect current and anticipates future prices
- 3) Managing risks and opportunities within a project delivery lifecycle
- 4) Meeting strict delivery timeframes and cost expectations.

Key working relationships:

- Project Engineer/s
- Project Manager/s (WI)
- Design, and Estimating and Quantity Surveying Consultancies
- West Invest Program Manager
- Project Stakeholders
- Project Controls Manager (WI)
- Project Team Members (WI)

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/ Licences

- Tertiary qualifications in Construction, Business, Management, Legal, Engineering, or Project Management
- Current Class C Drivers Licence.

Experience

- Demonstrated estimating and quantity surveying skills and experience
- Demonstrated contract management skills and experience
- Good understanding and application of Project Management knowledge and skills
- Ability to prepare project estimates across a variety of different project categories
- Experience working within a team environment
- Experience working to strict timeframes
- Excellent oral and written communications skills
- Experience in applying agility and flexibility to daily Project Management and Delivery.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, EP&A practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity
- Understanding the role of customer service in the Local Government
- Understanding of the Procurement process and the ability to prepare tender documents and technical specifications.

DESIRABLE CRITERIA

- Understanding of Project and Risk Management
- Undergraduate or Post Graduate qualifications in Business, Management, Legal, Engineering, or Project Management or equivalent demonstrated experience
- Possess Work Cover Construction WHS Induction White Card
- Knowledge of Local Government operations, processes, and administrative procedures
- Knowledge of or experience in Government grant administration
- Effective negotiation, mediation, and conflict resolution skills
- Ability to identify, analyse, assess and interpret infrastructure needs, options, priorities, and associated costs
- Ability to exercise independence in managing civil infrastructure projects.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous