
JOB TITLE Senior Contracts Administrator

DATE 2025

DIRECT REPORT Project Manager

JOB DESCRIPTION

Purpose of role

- The Senior Contract Administrator works with the Project Manager to ensure the successful commencement, planning, scheduling, execution, monitoring, controlling and closure of a project through the application of knowledge, skills, tools, and other management techniques against project activities to meet the project requirements safely and correctly.

Main duties and responsibilities

- Develop and implement comprehensive contract management plans, in accordance with sourcing documents, established contracts and approved procedures, and monitor and analyse performance, addressing non-performance, to achieve the required contract outcomes.
- Maintain the integrity of contract information and co-ordinate all aspects of the contract administration process, in accordance with approved Contract Management Plans and procedures, to meet organisational needs.
- Provide expert advice on contract conditions and administration to procurement professionals and stakeholders to support informed decision making and improve future contract outcomes.
- Establish and maintain appropriate stakeholder and supplier relationships to identify and minimise risk, resolve issues as they arise, and maximise the value of the contract.
- Proactively identify, manage and advise on commercial, contractual, operational, financial, reputational, ethical and supply chain risks associated with the contract, to enable the organisation to attain maximum value from the contract while meeting compliance requirements.
- Lead, manage and develop contract administration staff to provide high quality contract management services to the organisation.

SPECIFIC TASKS

Safety

Senior Contract Administrators have responsibilities on behalf of the company but must also take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. It is their responsibility to:

- Ensure adherence to company's Work Health and Safety [WHS] policies, procedures, rules and standards and follow reasonable directions.
- Fulfil all Contract Administrators WHS responsibilities defined in the Site-Specific Safety Management Plan.
- Senior Contract Administrators are responsible for the implementation and maintenance of the company's WHS,

- Environmental Management and Industrial Relations Management Systems including but not limited to Project/Site Plans, from the initial tendering process through to completion of the contract and hand-over of the project.
- Participate in on-site safety meetings Manage the close out any findings identified through safety audits in accordance with set times or in a timely manner.
 - Ensure consultation and communication occurs with regards to the WHS System.
 - Attend on-site HSE Coordinator Meetings and discuss / provide safety information and report to the HSE Coordinator monthly on compliance on the below listed criteria:
 - Action taken in relation to Risks Identified and discussed at last meeting
 - Identified Risks since last meeting
 - Incidents on Site
 - WMS monitoring since last meeting
 - WMS for subcontractors about to commence on site have been received and reviewed
 - Check that Toolbox Talks and other forms of communication – i.e. Subcontractor meetings are occurring.
 - Ensure that Inductions are up to date
 - Plant and Equipment registers are completed and up to date
 - Electrical equipment has been tagged and recorded in the electrical tagging register
 - Any external inspections i.e. Workcover, Union or ABCC
 - Discuss changes in Legislation / Law since last site meeting
 - Maintain relevant knowledge of WHS issues.
 - Act as a role model by demonstrating safe work behaviours.

Environmental

- Managing the preparation of Project/Site Specific Environmental Management Plans.
- Managing compliance with environmental legislation, regulations and licensing conditions
- Assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements.
- Ensuring compliance with environmentally sound work practices.
- Fulfil all Senior Contract Administrators Environmental responsibilities defined in the Site-Specific Environmental Management Plan.

Management

The Senior Contract Administrators directs all employees or teams under their control and must work with them to ensure the core values of the company are implemented. This includes:

- Adhere to the company's Code of Ethics and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Establish and maintain strong client and consultant relationships from project to project

Project Delivery - Tenders

- Assist in the preparation of tenders including programs, submissions, subcontractor selection and pricing.
- Attend tender negotiation meetings as required.
- Attend company tender handover meetings.

Quality, Program and Budget

- Implement company Quality Systems, policies and procedures in all aspects of project activities.
- Prepare submissions, reports and other correspondence associated with construction activities & WHS Incident/Injury Management functions.
- Participate in training, train, mentor, coach and supervise construction and other staff on projects as required.
- Implement corrective actions requests by set times or within a timely manner.
- Milestones/deliverables are being completed to defined expectations, first time.
- Prepare, produce and present Project Reports as required, on time and on a regular basis, such as PCG Reports and others.
- Participate in internal Binah meetings and produce and present Project Reports as required.
- Risk - to proactively manage foreseen project risk and mitigate as necessary.
- Attend and lead meetings as required.
- Undertake all tasks as directed by the Project Manager.
- Attend client PCG meetings and all project meetings as per procedures and as required by client.
- Manage budget, finances of projects and prepare timely monthly costs report on same.
- Manage the letting of all project-related purchasing and contracts.
- Manage head contract and subcontract and purchasing administration including claims, payment schedules, invoices, variations, certificates and the like are prepared and finalized within legislative [Security of Payment] contractual and procedural set time frames.

Project Handover and Defects Liability Period

Manage project finalisation to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract; This Includes:

- All defects are attended to achieve completion by the contract completion date.
- Liaise with Business Development team to ensure the project is photographed, key stakeholders are thanked, and end of project hospitality is completed.
- Manage the preparation of all certifications, As-builts and Operations Manuals for submission to the client within the terms of the contract.
- Finalise trade contracts and that retention claims submitted and paid.
- Manage all maintenance and defects during Defect Liability Period.

Administration

Senior Contract Administrators are an important part in the continual improvement of the company and a high priority is placed on the commitment of Senior Contract Administrator to promote cross-pollination of knowledge and skills amongst other managers to benefit the company. This includes:

- Comply with all company Quality Systems, policies and procedures.
- Lead by example and comply with all company Quality Systems, policies and procedures – the company is only as good as its processes.
- Attend Business process improvement meeting and provide initiatives to improve compliment or add to current processes.
- Attend business project managers meetings and communicate current challenges being faced on projects and share knowledge how to resolve amongst other managers.

Other Duties

- Be aware of and adhere to the IMS policies and procedures that are relevant to your work.
- Work in a safe manner without risk to self, others or the environment
- Seek assistance if uncertain of any Health & Safety, Environmental or Quality requirements
- Comply with all emergency and evacuation procedures
- Report all incidents to your immediate Manager
- Report any hazards or environmental aspects to your immediate Manager

PERSON SPECIFICATION

Qualifications

- Degree in Building or Engineering or Equivalent

Experience

- Has 5-10 years' experience as a Contract Administrator.
- Experience working on high end mid-tier residential developments over \$10m

Knowledge

- Company Standard Operating Procedures
- Work Health and Safety and Environmental Regulations, Legislations and Standards
- Insurance provisions
- Industrial Relations Standards and company Industrial Relations policies
- How to read, interpret and explain building plans

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Budgeting and cost forecasting skills
- Conflict resolution
- Negotiation and influencing
- Leadership & Management Skills
- Decision making & Problem solving
- Ability to manage multiple projects and clients concurrently
- Professional approach.
- Ability to work under pressure.
- Confident manner.
- Positive approach to change.

Other

- The Senior Contract Administrator is responsible for inspiring, leading by example and promoting a positive can-do attitude with consistency, commitment for the company, personal presentation and self-respect and accountability

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date