

Contract Administration Services (CAS)

CA01 – Technical Brief – Contract Administrator Level 1

Qualifications and Experience

To be considered for the Contract Administration Services (CAS) prequalification levels, applicants must satisfy the mandatory qualification, prerequisite level and mandatory experience requirements.

Academic / Professional Qualifications – Mandatory

- A degree in Civil Engineering or an equivalent Civil Engineering qualification, which is accepted by the Institution of Engineers Australia as a full Member (MIEAust), and
- Registration as a Registered Professional Engineer of Queensland (RPEQ).

Prerequisite level

- A minimum of three years of SEC02 Site Engineer experience supporting the administration of road infrastructure contracts or a minimum six years experience in supporting the administration of road infrastructure contracts.

Academic / Professional qualifications – desirable

- Nil.

Roles and responsibilities

Role:

The Contract Administrator is responsible for managing major road infrastructure construction contracts as assigned and ensuring the contracts are completed to a specified standard and within budget and time. The CA01 role may be used to engage either an Administrator or an Administrator's Representative. There are three Contract Administration related roles to select from (defined by different levels of experience). The scope, value and complexity of the infrastructure contract must be considered when selecting a Contract Administrator or Administrator's Representative and Principal's should take care to ensure Contract Administration / Verification (CAV) teams are not comprised entirely of entry level positions. The below table provides some guidance on the selection of a Contract Administrator.

Level	Class of Work Description	Application
CA01	Low value (under \$20M) TIC-CO or MIC contracts	Contract Administrator or Contract Administrator's Representative roles
CA02	Medium value TIC-CO (\$20M - \$50M)	Contract Administrator or Contract Administrator's Representative roles
CA03	High value TIC-CO or design and construct contracts (> \$50M)	Contract Administrator or Contract Administrator's Representative roles

Responsibilities:

- Contribute to the establishment and administration of major government road infrastructure contracts to ensure appropriate quality standards are met and contracts are completed to time, cost and quality requirements.

- Perform the role of Administrator (Superintendent), Administrator's Representative or Principal's Representative Agent in the administration and surveillance of contracts, in accordance with the Department of Transport and Main Roads Standards, Contract Procedures and General Conditions of Contract.
- Liaise with project, technical and operational staff to coordinate external service authorities, community industry groups, other agencies and Local Government authorities affected by the works.
- Manage and co-ordinate all phases of the contract administration of road infrastructure projects in terms of quality, safety and environmental issues and contribute to the development and documentation of quality management procedures to facilitate the effective delivery of projects to a high standard.
- Manage a team of engineers, technical staff and external advisors in the delivery of infrastructure projects, monitoring and reviewing all technical aspects of the project and ensuring that appropriate standards are adopted for project objectives.
- Use appropriate monitoring and reporting mechanisms with respect to all phases of project delivery of infrastructure programs, guiding continuous improvement.
- Provide reports and briefing notes on a variety of issues including the status of works, expenditure against program / project, conditions of the state road network and major incidents, and
- Monitor expenditure on the works including costs of contract payments, contract administration and Principal's materials / services against the project budget and forecast expenditure trends and cash flow requirements for the balance of the project.

Experience – Mandatory

- A minimum of six years of experience in supporting the administration of road infrastructure contracts.
- A minimum of seven years of post-graduate experience in any combination of the contract administration, construction, maintenance or design of road infrastructure projects.
- Demonstrated experience in all contract administration aspects of road infrastructure construction including asphalt and granular pavements, pavement surfacing, road furniture, bridge, earthworks, drainage, electrical, Intelligent Transport System (ITS), landscape and urban design, and retaining walls.
- Demonstrated sound consultation, conflict avoidance, and group facilitation skills, and
- Demonstrated expertise in managing and supervising projects to Transport and Main Roads policies, standards and specifications.

Experience – Desirable

Demonstrated experience in the administration of contracts:

- AS 2124 style of contracts such as:
 - Transport Infrastructure Contracts – Construct Only (TIC-CO), and
 - Transport Infrastructure Contracts – Sole Invitee (TIC-SI).
- AS 4300 style of contracts such as:
 - Transport Infrastructure Contracts – Design and Construct (D&C)
 - Relational contracts
 - Collaborative Project Agreements (CPA), or
 - Alliance.

Information Required

- Your CV should, as a minimum, provide details of skills, experience, and key achievements from your last three projects that pertain to **this** engagement.

