



Position Overview

Position Title	Contract Administrator
Business Unit	Sustainable Infrastructure Solutions
Remuneration Type	Indoor EA Level 6
Reports to	Contract Manager and Manager, Commercial Risk and Advisory
Direct Reports (role)	NA
Location (s)	Flexibility exists to be based at any of four locations on the Sunshine Coast or Moreton Bay Region
Success Profile	5.1 Contract Management Role Success Profile
Delegation Level	NA

Our Values



INNOVATION

We seek new ways of doing things better



HONESTY AND INTEGRITY

The work we do is always and only in the best interests of our customers, stakeholders, community and the environment



RELIABILITY

We mean and do what we say



ONE TEAM

No one succeeds at the expense or exclusion of others



EFFICIENCY

We don't waste time, money or effort



SAFETY

We think, walk and talk safety every day

Behavioural Capabilities



SAFETY

I work safely, and encourage my team members to do the same



AGILITY

I seek new and better ways of doing things



CUSTOMER CARE

I consider how customers are affected by my work



COLLABORATION

I am a team player – we are better together



ACCOUNTABILITY

I mean and do what I say



Position Purpose

The Contract Administrator is instrumental in effectively managing and administering contracts during the post-award stage of construction projects and services across multiple Capital Delivery projects simultaneously.

The role is accountable for facilitating communication between project teams, processing claims and variations, ensuring contractual compliance, attending contract management meetings, and preparing necessary reports. The Contract Administrator's expertise will contribute to ensuring the accuracy of timely payments and safeguarding Unitywater's contractual obligations. This role supports the successful completion of projects on time and within budget, aligning with Unitywater's commitment to excellence in infrastructure delivery.

The role is responsible for managing the commercial risks and outcomes across programs up to **\$100m per annum**.

Position Accountabilities

Key functions of the role include:

- Act as a liaison between project teams, clients, subcontractors, and suppliers, ensuring clear and effective communication regarding contractual obligations, changes, and milestones. Coordinate with internal and external stakeholders to ensure contract terms are understood and adhered to, facilitating smooth project execution, and fostering strong professional relationships.
- Develop, support, and implement continuous improvement initiatives to enhance the capability and capacity of commercial and contract management practices for capital works contracts.
- Monitor contract budgets and expenditures, ensuring accurate financial tracking and reporting. Assist in preparing financial forecasts and variance analyses, providing detailed reports to project managers and senior leadership.
- Implement cost control measures and support the identification of cost-saving opportunities, contributing to the project's financial health and success.
- Ensure the accurate preparation, review, and administration of contract documents in alignment with project requirements and legal standards. Maintain comprehensive and organized contract records, ensuring all documentation is current and compliant with regulations and policies.
- Proactively identify and address compliance issues, facilitating timely resolution to avoid project delays and legal complications.
- Apply and interpret key elements of Australian Standard for Conditions of Contract - AS4122, AS 4902, AS 4906 and AS 2124, and interpret (with assistance) the terms of other bespoke contract documentation.
- Engage and collaborate with key stakeholders, including executives, internal customers, staff and suppliers to deliver positive outcomes for the project and organisation.
- Meet relevant ISO standard.



- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key Relationships

Key working relationships internal and external to Unitywater are:

- All Teams within the Sustainable Infrastructure Solutions Business Unit
- All Unitywater Business Units
- Contract Manager
- Contracts Inspectors
- Unitywater Project Managers.

Capability Requirements

The requirements for the position are:

- Tertiary Qualified in Law, Commerce, or Project Management or related discipline is desirable
- 5+ years demonstrable and successful experience gained in a role within a similar industry
- Excellent commercial management skills including interpreting and applying contract terms and legislation provisions
- Experience with Minor Contracts (subcontracts, supply contracts, consultancy agreements)
- Developed analytical and planning/prioritisation skills
- Sound working knowledge of commercial management principles, project control applications, risk management and application of process
- High level written and verbal communication skills with a demonstrated ability to Negotiation and influencing to achieve desired outcomes, provide quality customer service, project a professional image, and negotiate optimal commercial outcomes for the business at all times.
- Demonstrated experience in the Microsoft suite of products and familiarity with contract management and financial management software

After Hours Service

This role may be required to participate in after hours work and be part of an on call roster as the need may arise to ensure the continuity of service to Unitywater's customers.