



POSITION DESCRIPTION

POSITION IDENTIFICATION

Job title:	Contract Manager	Base location:	Westport
Service unit:	BDC Roothing	Date effective:	April 2021
Reporting to:	BDC Contracts Manager	Date last updated:	October 2023

PURPOSE OF POSITION

- To lead and deliver the BDC Roothing Maintenance Contract, managing and overseeing the strategic, financial, operational and technological aspects of the project.
- To lead and deliver other project work as required.
- Provide direction, mentoring and oversight to staff, to help grow a strong and resilient BDC Roothing Contract team.
- Participate in a multi-disciplinary team environment to ensure that WestReef's strategic business objectives are achieved.
- Ensure that all works consistently meet WestReef's HSEQ and professional conduct standards.

WORKING RELATIONSHIPS

Reports to:	BDC Contracts Manager
Responsible for:	Responsible for BDC Roothing staff, contractors and subcontractors.

WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential skills:

1. Drivers licence.
2. A strong background in plant, labour and materials planning, programming and pricing.
3. Minimum of 3 years relevant industry experience, including any or all areas of road maintenance contracts or contract management.
4. Strong and positive leadership experience, with demonstrated ability in building and maintaining customer/stakeholder relationships and mentoring and oversight of staff.
5. Proven ability to take responsibility for planning, scheduling, conducting, and coordinating the technical aspects of projects.
6. Experience in GIS, RAMM, Mobile Roads or similar systems.
7. Confident working in a busy, fast paced and reactive environment.

Desired skills:

1. Enthusiastic, energetic and motivated.
2. Relevant qualification in roading, infrastructure management or contract management.
3. Highly organised. Able to respond flexibly, shift focus and reset priorities as required.
4. Ability to balance competing demands and make excellent resource decisions.
5. Applied knowledge of company processes.

POSITION DIMENSIONS

Number of staff directly reporting to the position	Around 15 direct employment relationship reports.
Extent of delegated authority	Operates with a high level of autonomy under broad direction and within delegated authority. Control over contract and projects in accordance with agreed timeframes and budgets. Required to use significant levels of initiative and judgement to resolve complex issues.
Locations of work	Based in Westport, working within the Buller District.
Other	Nil

BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES			
ACCOUNTABILITIES / RESPONSIBILITIES	PERFORMANCE INDICATORS		
OUTCOME: Contract and Project Management	Exceeds expectations	Consistently meets expectations	Requires development
<p>Delivery of Contract outputs and work projects, adding value for the client and to the WestReef business.</p> <ul style="list-style-type: none"> Manages the strategic, financial, operational and technological aspects of the project. Demonstrates flexibility, initiative and appropriate use of resources. Manages multiple projects and separates different aspects of work well. Solves problems and provides resourceful solutions. Understands the strategic direction, competing demands and issues affecting WestReef's project management and builds these into decision making. Ensures that work is carried out to client specifications. Complete all contract reporting to required standards. 	<ul style="list-style-type: none"> Understands the nuance of project planning, communicates well, successfully deals with problems and meets standards for cost, quality and safety. Has mastered different approaches to situations, flexibly responds to changes in work and shifts focus rapidly as required. Actively looks for options, weighs them carefully and makes appropriate, robust decisions. Excellent use of resources, suggests ways to improve work efficiency. Highly proficient and creative at solving problems. Always addresses root causes in solutions. Balances competing demands and puts strategic company needs first in decision making. Flexibly responds to changes in work and shifts focus rapidly as required. Willingly takes accountability for all departmental work, delivers on promises, highly dependable. Works in concert with others, establishes rapport, will do what it takes to work with others. 	<ul style="list-style-type: none"> Meets project budgets and timeframes, works well with project team members. Accepts changes to work and resets priorities cheerfully. Makes reasoned decisions based on the information to hand. Coordinates resources well and returns resources for others to use. Anticipates problems and appropriately addresses them. Understands competing business demands and incorporates into project planning. Accepts changes to work and resets priorities cheerfully. High level of accountability for projects, performs most work independently. Works well with all departments, willing to cooperate, cognisant of others needs. 	<ul style="list-style-type: none"> Project goals are not met, does not understand project planning, needs of stakeholders are not met. Resists change, lacks flexibility, becomes agitated when asked to work outside the daily routine. Delays making decisions, or fails to see problems that require decisions. Fails to communicate with others regarding resources, has negative impacts on others work. Fails to identify problems, generates solutions that don't always solve problems. Rarely acknowledges business priorities and is unwilling to redirect resource for greater good. Resists change, lacks flexibility, becomes agitated when asked to work outside the daily routine. Fails to accept accountability for own behaviour and results. Frequently does not achieve goals. Reluctant to help others, demonstrates lack of cooperation.

OUTCOME: Staff development and support	Exceeds expectations	Consistently meets expectations	Requires development
<p>Leads and mentors team providing excellent communication and development support.</p> <ul style="list-style-type: none"> • Manages the training and development of staff. • Leads, participates in, supervises, and provides direction to teams. • Sets clear objectives and supports teams to meet goals. • Communicates effectively and constructively. • Understands and implements WestReef’s HR, anti-discrimination/ EEO, code of conduct and performance management systems. • Demonstrates a growth mindset, learning attitude and a high level of professional conduct. 	<ul style="list-style-type: none"> • Keeps employees well informed and delegates work to support development of staff. • Coaches staff to excel, supportive of others attempts at improvement. Delivers feedback directly and constructively. • Communicates objectives and goals effectively. Goals are always relevant to WestReef ‘big picture’. • Diplomatic, understands when compromise is needed, avoids escalation of conflict. • Always offers criticism in a constructive manner, involves staff in deciding how to improve work output and quality. • Anticipates others needs and wants and makes use of persuasive influence. • Demonstrates high performance standards and understanding of WestReef priorities. • Excellent spokesperson for the company, balances professionalism and friendliness. 	<ul style="list-style-type: none"> • Good communication, assigns work effectively. Keeps staff energised with new projects. • Draws out knowledge and skill from others, builds independence and praises effort. • Goals are realistic, work is guided by goals and objectives and are generally achieved. Alters priorities as needed. • Handles conflict in a calm, unemotional way, effective in managing disputes. • Provides feedback as required, can turn most criticism into positive action. • Justifies position logically, is persuasive and helpful. • Consistently demonstrates WestReef standards and expectations. • Is respected and listened to. 	<ul style="list-style-type: none"> • Poor communication, plans poorly, delegates ineffectively. Does not consider worker capabilities when assigning work. • Doesn’t enable staff to reduce dependency, does not embrace coaching as part of the job. • Unaware of organisational goals and objectives, consistently fails to achieve. • Defensive, unwilling to compromise. • Does not provide feedback or delivers feedback in a critical or incentive way. • Communicates poorly, fails to understand priorities. • Demonstrates some gaps in understanding of professional conduct, does not implement appropriate performance management. • Does not personally demonstrate WestReef standards and expectations.
OUTCOME: Leadership	Exceeds expectations	Consistently meets expectations	Requires development
<p>Provide exemplary leadership both within and outside the organisation.</p>	<ul style="list-style-type: none"> • Demonstrates an excellent understanding of WestReef standards and contract expectations 	<ul style="list-style-type: none"> • Understands contract requirements and ensures that 	<ul style="list-style-type: none"> • Demonstrates a lack of understanding or disregard for WestReef or contract standards.

<ul style="list-style-type: none"> • Promotes and maintains a positive and healthy business culture. • Leads and facilitates the success of teams and the company. • Builds strong and effective relationships with clients, contractors, suppliers and stakeholders. • Maintains WestReef standards, demonstrates integrity and honesty. • Manages conflict and helps resolve issues. • Unbiased and fair to employees. • Self-aware, accountable, resilient and able to respond well to change. 	<p>and applies consistently across project teams.</p> <ul style="list-style-type: none"> • Influences others without offending. • Participative approach, demeanour sets an excellent example for others. • Exceptionally skilled at dealing with stakeholders at all levels. • Politically astute, understands the big picture. • Drives others to exceed goals, manages teams with skill. • Listens well, diplomatic without sidestepping critical issues. Understands when compromise is needed. • Shows an outstanding ability to manage her/his own stress, helps others to deal with stressful situations. 	<p>projects always meet required standard.</p> <ul style="list-style-type: none"> • Compromises effectively. • Encourages others to get involved, holds and displays company values. • Respects others positions. • Sensitive to political situations. • Effective communication, timely and appropriate. • Creates strong teams. • Handles conflict in calm, unemotional ways, able to handle most disputes. • Is mostly calm in stressful situations, is able to assist others deal with stress. 	<p>Consistently fails to meet required standards.</p> <ul style="list-style-type: none"> • Often offends others, speaks without regard for others reactions. • Rarely involves staff in decision making, goals or communication is contract to company vision. • Doesn't work well with others. • Unaware of political implications of situations. • Communication is poorly timed or ineffective. • Fails to coordinate his/her teams. • Defensive, rarely compromises, attitude can cause conflict. • Performance or behaviour is affected by work stress, spreads increased stress to others.
<p>OUTCOME: Health, safety, environmental and quality objectives</p>	<p>Exceeds expectations</p>	<p>Consistently meets expectations</p>	<p>Requires development</p>
<p>Demonstrates and applies WestReef HSEQ standards and values to work.</p> <ul style="list-style-type: none"> • Understands WestReef goals and values and applies these to project work. • Takes ownership for project management. • Proactively recognises and addresses any onsite HSEQ issues. • Takes responsibility for subcontractor due diligence for projects. 	<ul style="list-style-type: none"> • Consistent high quality maintained on every work site with no incidences of health, safety, environmental and consent compliance breaches. • Ensures that every site is actively managed and that responsibilities are clearly communicated to staff. • Demonstrates commitment to safety conversations and engages workers and contractors in the process. • Demonstrated skill and commitment to recognising and managing risk. 	<ul style="list-style-type: none"> • Excellent record of site management. • Aware of project HSEQ constraints and requirements and communicates these clearly to workers. • Consistently enforces safe work practices with workers and contractors. • Engages with workers/contractors with a minimum of 1 SWO completed per week. • Always puts worker safety before productivity. 	<ul style="list-style-type: none"> • Does not consistently enforce safe work practices among workers and contractors. • Does not consistently adhere to safe work practices. • Tolerates sub-optimal safety or environmental standards and behaviours. • Does not proactively participate in regular SWOs or auditing. • Demonstrates a lack of responsibility for on-site management of contractors.

<ul style="list-style-type: none"> Ensures the onsite monitoring of contractors and management of visitors. 	<ul style="list-style-type: none"> Understands resource consent requirements and compliance in relation to management of sites. Leads, and encourages others to participate in, safety monitoring and audit processes. Maintains excellent communication with contractors and works to assist capacity building. Undertakes regular auditing that checks on-site conditions. 	<ul style="list-style-type: none"> Proactively responds to HSEQ issues where they are identified. Good understanding of client requirements and expectations. Actively checks and reinforces WestReef standards around pre-checks, PPE, work processes, incident reporting. Ensures all contractors have provided appropriate due diligence information. 	<ul style="list-style-type: none"> Demonstrates a disregard for WestReef health, safety, quality or environmental standards.
OUTCOME: Financial Management	Exceeds expectations	Consistently meets expectations	Requires development
<p>Manage financial aspects of contract and project works.</p> <ul style="list-style-type: none"> Prepare budgets and forecasts. Monitor and report on performance. Seek opportunities to improve the financial performance of the company. 	<ul style="list-style-type: none"> Understands contract financial practices, gets the most from resources. Excellent reporting, anticipates financial problems before they occur, makes informed decisions. Identifies and leads improvements to financial processes. Implements prudent risk analysis, high levels of financial accountability. 	<ul style="list-style-type: none"> Understands standard accounting/financial practices. Reports are accurate and on time. Can translate financial data into information for others. Understands where financial improvement or change is required. Identifies risk areas, accountable for overspends. 	<ul style="list-style-type: none"> Lacks understanding of basic accounting practices. Reports are inaccurate or not on time. Does not inform about potential problems. Fails to identify where improvement is required. Fails to identify risk, does not accept responsibility for financial problems.
OUTCOME: Compliance and legislative knowledge	Exceeds expectations	Consistently meets expectations	Requires development
<p>Maintain a comprehensive knowledge of relevant legislation and industry best practice.</p>	<ul style="list-style-type: none"> Actively monitors and keeps up to date on changes in the industry environment. Highlights potential change/risk areas in reports. Communicates and implements best practice into all work practices. 	<ul style="list-style-type: none"> Good understanding of applicable laws and processes. Identifies when change may be required. Understands requirement for best practice and implements into core workstreams. 	<ul style="list-style-type: none"> Poor understanding of regulations, fails to keep updated on key industry change. Is unfamiliar with industry best practice, fails to change to meet industry requirements.