ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Health, Education and Justice

Branch: Northside Hospital Project

Position Title: Senior Contracts Manager

Position Number: P65882

Classification: Infrastructure Officer 5

Location: City/Hybrid

Last Reviewed: October 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At Infrastructure Canberra (iCBR), we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION UNIT OVERVIEW

Within iCBR, the Delivery – Health, Education, Justice (HEJ) Group is responsible for the procurement and delivery of Tier 1 and 2 infrastructure projects for the people of Canberra. This includes projects such as the Northside Hospital, CIT Woden Campus, Education projects, Health projects and Justice projects.

The Group also supports partner directorates, including the Justice and Community Safety, Health and Community Services, City and Environment, Education Directorate, Canberra Institute of Technology, in the delivery of Tier 3 projects and property upgrades projects through provision of procurement and contract management services.

BRANCH OVERVIEW

The Northside Hospital Project Team is responsible for the planning and delivery of the new Northside Hospital Project (the Project) on the existing North Canberra Hospital campus (formerly Calvary Public Hospital, Bruce).

At over a billion dollars, the Project represents the most significant investment in health infrastructure ever undertaken by the Territory. It represents a generational opportunity for Canberra Health Services (CHS) to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Project Team will work alongside ACT Health, CHS and clinicians at the Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within iCBR, but function as a dedicated team with the objective of successfully delivering the Project through the following stages:

- Planning and procurement
- Decanting and enabling works
- Construction and commissioning.

POSITION OVERVIEW

The Senior Contract Manager is one of the key senior management roles within the Northside Hospital Project Team, responsible for the commercial activities in support of the successful delivery of the project. The position will work collaboratively with Northside Hospital Project Team to ensure delivery within the overall Project program.

WHAT YOU WILL DO

The primary duties and responsibilities for this position are to, with minimal direction

- The development and implementation of procedures for the proactive and effective management and administration of all contracts to ensure compliance with contractual obligations.
- Responsibility for, and management of, the day-to-day administration of the contracts for the entirety of the project lifecycle, in accordance with established policies and procedures, including ensuring effective and efficient administration of key contractual processes including progress claim verification and payments, variations and claims.
- Contribute to the development of governance papers as well as the development of various commercial reports if required and as directed.
- Management, preparation and review of contract administration documents, and related correspondence and material, that are commercially acceptable and on approved templates that reduce risk and conform to iCBR policy and procedures.
- Monitor and manage contracts and contractors in conjunction with the cross-functional teams to ensure they meet and respond to relevant contractual requirements.
- Management of progress claims, variations and contract disputes in accordance with contractual requirements, including the rebuttal of contractual claims where applicable, and provide assistance to resolve disputes. Liaise with internal and external legal counsel and consultants where required.
- Proactive assessment, adjudication, and resolution of contractual claims.
- Ensure progress claims and payment certificates accurately reflect work undertaken by contractors and comply with contractual requirements.
- Assist in the identification of risks and development of risk mitigation processes and maintaining updates as required to the Project risk register.
- Ensure contractual documentation is accurate, recorded, approved and distributed in a timely manner and that contractual timeframes are adhered to, including the monitoring and tracking of contractual compliance and performance.
- Process the receipt, storage and release of securities and levies in accordance with contractual requirements.
- Ensure insurances are maintained in accordance with contractual requirements.

- Preparation of negotiation strategies for approval from senior executives.
- Assessment and reporting of iCBR's exposure in relation to future claims.
- Prepare and distribute notices of meetings, meeting agendas and meeting minutes in accordance with contractual timeframes, requirements with a focus on attention to detail.
- Attendance and contribution at contract administration and other meetings with contractors as required.
- Undertake processing and payment of invoices in line with iCBR procedure and instruments of delegation.
- This position will involve direct management and supervision of staff.
- Other duties as directed.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to provide contract administration for major infrastructure projects and programs across multiple contract types including, public private partnerships, construct only, design and construct, services and consulting contracts on large infrastructure projects from tender phase to project close out.
2. Proven experience to work effectively in a multidisciplinary team, establish priorities, and exercise initiative across a programme of works against specified timelines.
3. Sound knowledge of contract law with experience in administering construction agreements in a large business environment.

Behavioural Capabilities

4. Highly developed verbal and written communication skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders as well as the ability to work both collaboratively and independently.
5. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Highly Desirable:

- hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- hold a relevant building degree; or

- have significant building or Infrastructure knowledge and/or project management experience.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Contracts Administrator and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally

Lifting 10kg+	Never
Climbing	Never
Reaching	Never

Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally