

Role Details

| | |
|--------------------------|--|
| Title | Contracts Manager |
| Objective | To ensure that TriCare contractors are compliant with relevant documentation to undertake the agreed works and ensure works are delivered efficiently and effectively minimizing risk to the business. |
| Reporting to | Group Facilities and Assets Manager |
| Direct Reports | Nil |
| Key Relationships | <ul style="list-style-type: none">• Retirement Living• Elderly Care• Accounting Services• Procurement |
| Location | TriCare Head Office - 250 Newnham Road, Mount Gravatt QLD 4122 |

Role Purpose

The Contracts Manager works with the Aged Care Residences (ACR) and Retirement Communities (RC), and facilities and asset team, for the successful delivery of the preventative, and associated corrective, maintenance program within time, budget, quality, and scope by reviewing, evaluating, implementing, and overseeing all contract policies, procedures, processes, and standards.

Responsibility Areas

| | |
|------------------------|--|
| Cost Management | <ul style="list-style-type: none">• Assist in the delivery of the maintenance program that is delivered by external contractors (approx. 40 contractors) to ensure it is on or under budget.• Collect all cost documentation ensuring each document has been completed as required with the appropriate information and approvals, checked against scopes of works and company policy assessment. These documents include the following but not limited to:<ol style="list-style-type: none">1. Contractual cost totals and unit rates2. Variations (defect quotes)3. Progress claims (invoices)4. Request for Information (RFI) during contractual periods to mitigate risks and improve performance5. Reconciliations6. Scopes of works7. Competitor / tender comparisons8. Subcontractor engagement/onboarding9. Job to date costing10. Back-charging |
|------------------------|--|

Position Description



| | |
|----------------------------|--|
| | <p>11. Equipment whole of life costing</p> <ul style="list-style-type: none"> The management of the processing of service records, matching service records to vendor invoices, cost coding of vendor invoices, assessing and processing sub-contractor progress claims with reference to the contract and processing back-charges. Meet time performance targets (preventative maintenance schedule) by managing the time performance of contractors. This may include but is not limited to analysing work data and the program information, prepare a contractor performance assessment, evaluate program time risks, update contracts and programs and prepare the Request for Information (RFI). Receive and distribute the status the contractor performance but is not limited to reviewing status of works against program on a monthly basis, document the site programs, document subcontracting meetings to ensure resources are sufficient to meet deadlines. |
| Quality Management | <p>Manage the preventative maintenance program delivery to the agreed quality specifications to meet client expectations and minimise rework.</p> |
| Contract Management | <ul style="list-style-type: none"> In conjunction with the Procurement Manager, procurement of subcontractors and suppliers within discipline(s) by review of tender proposal, preparation of scope and technical documentation and engaging subcontractors. Maintaining a complete understanding of the scopes of works (asset registers). Co-ordination of activities and tasks associated with the development of overall planning and programming associated with the preventative maintenance schedule. Establishing and monitoring the use of existing maintenance sub-contractors on site. Contract management and administration of the preparation and production monthly final forecast cost estimates (FFC's) for the various maintenance cost codes Understand and assist in monitoring the program OHS plan. Manage the document control of subcontractor (those that support the preventative maintenance program) information, including training registers, SWMS etc. Assist Asset and Facilities team by identifying where contractor may not be delivering entirety of contract. |
| Risk Management | <ul style="list-style-type: none"> This role, in conjunction with Site Managers and the maintenance team, will manage all principal Contractors, subcontractors and supplier's performance and ensure all work is carried out strictly in accordance with the contracts. Proactively audit and monitor contractor compliance with WHS requirements Mitigate business and contractual risks through accurate record keeping and remaining up to date on WHS changes and requirements. |

Experience

- Extensive relevant experience including practical experience in facility maintenance management
- Knowledge and experience in the use and application of computerized techniques for project and asset

Position Description



maintenance management

- Understanding the requirements and environment of health care facilities
- Ability to work in a team environment

Key Skills / Knowledge / Attributes / Other

- A recognized tertiary qualification in business management or extensive experience in a supervisory maintenance role
- Experience in a similar role
- The ability to practically mitigate business and technical risk due to the contractors' progress and performance
- Effective administration skills and strong attention to detail
- Good computer/technology literacy
- Ability to read and understand architectural, structural and service plans
- Awareness of safety procedures about building sites
- Excellent written and oral communication skills
- Must be motivated, a self starter and able to work unsupervised
- Ability to work in a team environment
- Ability to work to deadlines

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation.
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.