



Senior Contract Administrator

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

We are currently looking to recruit a Senior Contract Administrator who will be responsible for assisting in the implementation and administering of all contract management processes and procedures on assigned projects within Project Services. The role is required to support the project managers in achieving assigned project requirements.

Key accountabilities associated with this role include the accurate and timely preparation of contractual documentation required in the administration of BAC's construction contracts and consultancy agreements and the management of the project budget. To lead the team of Contract Administrators.



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Tasks and Responsibilities

In conjunction with the allocated Project Manager(s):

- Undertake the contract administration of assigned construction contracts and consultancy agreements to ensure that BAC meets its obligations and achieves its rights under the contract
- Provide timely direction and advice on contractual issues to the project manager and Principals Representative
- As required consult with BAC's Contract Department and external lawyers to determine appropriate actions required to manage the contract
- Process all progress payments in accordance with contractual timeframes and BAC requirements
- Manage allocated project budgets and cash flows to ensure accurate cost control and reporting to the project manager
- Assist with tender assessment and evaluation procedures, as required
- Raise and track purchase orders in accordance with Corporation policies, systems and procedures
- Build and maintain communication and collaborative partnerships with internal BAC departments, to facilitate achievement of the successful delivery of the project
- Manage and collaborate with external cost consultants as required
- Build and maintain communication and collaborative partnerships with BAC's supply chain to facilitate successful project delivery on current projects and for future projects and
- Actively participate in the safety leadership on the projects assigned to

Experience & Qualifications

Essential

- Demonstrated experience in the administration of construction (construct only, design and construct and managing contractor) contracts and consultancy agreements, which shall include knowledge of the contract management processes and procedures that should be implemented to effectively manage the agreement
- Experience in interfacing directly with Contractors and Consultants to administer the various elements of the agreement
- Experience in commercial reporting and finance management
- 10 year's experience in Contract Management operating at a senior level
- Experience in leading a Contract Administration team



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Preferred

- Achieved a tertiary qualification in Procurement and Contract Management, Quantity Surveying, Project Management or a related field
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- Experience in the preparation and writing of contract documentation

Knowledge & Technical Proficiency

- Knowledge of written Contracts, Specifications and other project documentation
- Knowledge of relevant design and construction standards
- Contractual and analytical skills
- Written communication skills
- Knowledge of financial / cost estimating skills
- Knowledge of Microsoft suite of packages
- Knowledge of Cost X or similar
- Knowledge of Procurement

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

If you believe you have the drive and experience to succeed in this exciting role, please click [here to apply now.](#)