

Position Description

POSITION	Contracts Administrator
REPORTS TO	Project Manager
KEY RELATIONSHIPS	Construction Managers, Project Directors. Site Managers, Subcontractors, Consultants.

FDC Values	We're Personal, We're Defined by the Client Experience, We're Humble but Hungry, We Are All In, We're Young at Heart.
FDC Marketing Mission	Amplify our business position - Made personal™

This Position Description sets out the initial requirements of the role. The Company may alter these requirements from time to time and any changes will be reflected in a revised Position Description.

Principal Purpose

Reporting to the Project Manager, this role is responsible for the management and the administration of contracts for Fitout or Construction projects to ensure FDC's contractual obligations are met, and contracts are administered in accordance with FDC's reporting systems.

Authorities and Responsibilities

1. Contracts Administration

- Assist in the preparation planning permit and other relevant documents for submission to council for construction projects.
- Work in conjunction with the Project Manager to develop the design, coordinate with consultants, produce meeting minutes, review documentation, etc
- Assist in the preparation documentation and liaise with the Private Certifier to obtain the Construction Certificates and Occupation Certificates
- Work in conjunction with the Project Manager to develop effective programs for all on-site work.
- Work in conjunction with the Project Manager and Site Manager to develop and implement ITP's and other QA procedures relevant to each project.

- Assist in monitoring all financial aspects of the contract to ensure projects run to budget including:
 - Issuing purchase orders
 - Early reporting of Trade Lettings / variations
 - Approval of contractor invoices
 - Producing Progress claims both Draft and Final / Tax.
 - Work with Superintendent / Quantity Surveyor to finalise progress claim amounts and follow through to agreed payment date.
- Prepare cash flow forecast's and update progressively as required.
- Develop and issue draft progress reports to clients on monthly basis to enable client acceptance prior to production of an FDC tax invoice.
- Prepare monthly reports for the project Manager to provide accurate details of the project's financial and WHS status including:
 - Design status
 - Construction Status
 - Cost to complete reports
 - Divisional deliverables
 - Procurement
 - Safety reports
- Assist in administering the initial phase of the project in a timely manner to ensure contractors are made aware of calls for "expressions of interest"; plans and specifications are provided, and quotes are correlated.
- Assist in compiling a tender analysis for each project including.
 - Subcontract tender interview
 - Scope of works.
 - Procurement Report.
 - Licence and commercial checks
 - Maintain and update records of all correspondence related to contract activity
- Assist with reviews and administering in accordance with the Head Contract, agreements to identify the key requirements for notices, times for progress claims, variations, EOT's, etc.
- Assist in the preparation, issuing, and signing of all subcontracts immediately an agreement is made to secure the subcontractor.
- Assist with the preparation of completion documents in accordance with the head contract and assist with compiling all documentation as required by the PCA to obtain occupation certificates.
- Assist in obtaining the certificate of Practical Completion and release of first security.
- Work in conjunction with the Project Manager to develop effective programs for all on-site work.
- Aid in the development of management reports
- Manage any Commercial Issues which arise
- Aid in budget and forecasting
- Work with the management team with bidding and pricing

- Work in conjunction with the PM and Contract Administrators in relation to budget costing
- Contract Management of ongoing project's from signing to closure
- Monitor all financial aspects of the contract to ensure projects run to budget including:
 - Issuing Purchase Orders
 - Early reporting of Trade Lettings/Variations
 - Approval of Contractor Invoices
 - Producing Progress Claims both draft and tax.
 - Management of Contract Variations
 - Managing tendering process and contract award, coordinating with contractors for commercial negotiations, cost estimates including billing & claims etc.
 - Involved in interpreting contractual obligations & rights and evaluation of technical/ financial problems for management reporting.
 - Prepare and implement a risk matrix for the project
 - Applying innovative control methods to deliver bottom line savings.
 - Contract Administration (Head Contract & Sub-Contracts)
 - Verifying Sub-Contractors Payments / Claims as per Contract.
 - Monitoring the PO and Payments of Service, out-sourcing & materials.

2. Stakeholder Relationships

Stakeholders are defined as; our people (current and future), clients, subcontractors, consultants/partners, charities and community groups.

- Participate in design meetings with architects and service consultants and ensure accurate minutes are kept of proceedings.
- Assist with compiling client monthly, financial reports relating to job/contract specific issues.
- Maintain an effective transmittals trail of all correspondence relating to the contract including design changes and requests for information.
- React promptly to consultant request for information and ensure all relevant documents are always kept up to date.

3. HSEQ

Ensuring we promote safety and how we do it is key to ensuring FDC's reputation is continually maintained and enhanced across our key marketplaces.

- Report all safety concerns.
- In consultation with the Project Manager, develop site Work Health and Safety Plans which meet statutory requirements and FDC guidelines, and are an effective site induction program.
- In consultation with the Project Manager, develop site Environmental Management Plans which meet statutory requirement and FDC guidelines.
- Comply with environmental procedures and practices, environmental legislation, regulations, and licensing conditions.

4. Team Working

- Work cooperatively with all team members to ensure best outcomes are achieved.
- Maintain effective communications and good working relationship with the Project Team.
- Ensure problems and potential problems are communicated promptly to team members.
- Mentor Cadets when requested.
- Supervise work project administration team to achieve best business outcomes.

5. Corporate Image & Presentation

- Uphold the FDC image by conducting all business- and business-related activities in an ethical and professional manner.
- Contribute to the development of a productive workplace culture by working cooperatively with colleagues and supporting efforts to develop improved work methods, communications and productivity.
- Participate in general office meetings to contribute in a positive way to current issues.
- Apply high standards in all forms of communications and presentations.
- Demonstrate excellent customer service in dealings with clients.
- Apply a high level of dress standard appropriate to the position/occasion.

Required Skills, Knowledge and Experience

- Minimum of 2 years' experience in Contracts Administration
 - Degree in construction management or civil engineering.
 - Proven multi-tasking and prioritising skills.
 - Exceptional verbal and written communication skills.
 - Enthusiastic with a positive attitude with the ability to adapt to a changing and flexible work environment.
 - Approachable with strong organisational, prioritising and time management skills.
 - Proficiency in Microsoft Word and Excel and PowerPoint
 - Meeting deadlines, accuracy, organisational skills
 - Attention to detail and quality of record keeping
 - Understand the processes of subcontracts
 - Processing of subcontractor claims in accordance with the Security of Payments Act timeframes and conditions.
 - Proficient in Vista or similar project operating system
 - Understanding of MS Project.
 - Problem solving ability.
 - Knowledge of relevant HSEQ guidelines.
 - Willingness to be a part of a team.
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Why Join FDC?

- Great passionate 'family' team culture
- Award winning organisation working on a diverse range of projects
- Excellent remuneration
- National company and exposure
- Company you can be proud of – opportunity to give back to the local community

Work Environment and Working Hours

This position operates in a corporate professional office environment, within a standard 38-hour week, with the understanding that there will be some deadlines outside these hours that are expected to be met. This position will be measured and managed based on agreed outcomes. Business corporate or business casual attire is required ensuring a professional image is represented to the market.

Authority to Act

This position operates within:

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- FDC values

Accepted and Approved

Employee	
Name:	
Signature:	
Date:	
Director	
Name:	
Signature:	
Date:	