

Contract Administration Services (CAS) ST01 – Technical Brief – Surveillance Technical Advisor (Civil) Level 1 Qualifications and Experience

To be considered for the Contract Administration Services (CAS) prequalification levels, applicants must satisfy the mandatory qualification, prerequisite level and mandatory experience requirements.

Academic / Professional Qualifications – Mandatory

- A Bachelor of Technology (Civil), or Associate Degree (Civil), or an equivalent qualification, which is accepted by the Institution of Engineers Australia as either an Engineering Technologist Member (TMIEAust) or an Engineering Associate Member (AMIEAust).

Prerequisite level

- Nil.

Academic / Professional qualifications – desirable

- Nil.

Roles and responsibilities

Role:

The Surveillance Technical Advisor (Civil) role contributes to, or provides, a range of professional services to support the delivery of major infrastructure projects to time, cost and quality criteria, under supervision of the Project Manager / Contract Manager / Administrator. The Surveillance Technical Advisor also assists in the development and implementation of new projects, including managing construction of projects and provides advice to the Project/Contract Manager and/or Administrator on project related issues and initiatives.

There are two Surveillance Technical Advisor related roles to select from (defined by different levels of experience). The scope, value and complexity of the infrastructure contract must be considered when selecting a Surveillance Technical Advisor and Principal's should take care to ensure CAV (Contract Administration / Verification) teams are not comprised entirely of entry level positions. The below table provides some guidance on the selection of a Surveillance Technical Advisor.

Level	Class of Work Description
ST01	<ul style="list-style-type: none"> • Low value (under \$20M) TIC-CO or MIC contracts • Medium value TIC-CO (\$20M to \$50M)
ST02	<ul style="list-style-type: none"> • Medium value TIC-CO (\$20M to \$50M) • High value TIC-CO or design and construct contracts (> \$50M)

Responsibilities:

- Contribute to the effective management of infrastructure projects in accordance with time, cost and quality objectives.
- Evaluate project constructability issues/ risks and identify proactive strategies for implementation in the management of existing and/or emerging project risks.



- Monitor and report on contractor progress and performance, foreseeing problems and proposing corrective actions (through the RPEQ Administrator) to maintain objectives.
- Establish project quality standards in consultation with the Principal, Administrator and Contractor, and monitor the quality of project inputs.
- Keep appropriate records and contribute to good project governance.
- Make timely decisions, based on appropriate technical, commercial, operational and risk factors in a professional manner, (seeking approval from the RPEQ Contract Administrator where required).
- Monitor project budgets, variations, cash flows and funding arrangements.
- Undertake detailed project and resource scheduling.
- Develop, implement and monitor project and contract management systems, policies and procedures.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the Workplace Health and Safety requirements.

Experience – Mandatory

- A minimum five years of experience in road infrastructure construction.
- Thorough understanding and knowledge of Transport and Main Roads Technical Specifications, technical standards, policies and processes pertaining to infrastructure delivery.

Experience – Desirable

- Experience in project development, contract management and/or delivery of civil engineering projects, desirably including road and bridges.
- Demonstrated knowledge of the principles of road, bridge design, construction, maintenance and materials.
- Demonstrated interpersonal and communication skills, verbal and written, including the ability to establish good working relationships with customers and stakeholders at all levels, and deal with situations requiring consultation, negotiation and conflict resolution.
- Proven commitment to the principles and practice of:
 - Ethical conduct, Equity and Diversity, and Workplace Health and Safety
 - Customer Service
 - Quality management and client-oriented service, and
 - Risk management.
- Knowledge of:
 - AS 2124 style of contracts such as:
 - Transport Infrastructure Contracts - Construct Only (TIC-CO), and
 - Transport Infrastructure Contracts – Sole Invitee (TIC-SI),

- AS 4300 style of contracts such as:
 - Transport Infrastructure Contracts – Design and Construct (D&C)
 - Relational contracts
 - Collaborative Project Agreements (CPA), or
 - Alliance.

Information Required

- Your CV as a minimum, should provide details of skills, experience and key achievements from your last three projects that pertain to **this** engagement.

