

## Position Description – Assets Contracts Manager

### Core Detail

<b>Title</b>	Assets Contracts Manager
<b>Objective</b>	To ensure that TriCare sub-contractors are compliant and works are delivered efficiently and effectively with few risks.
<b>Role</b>	The Assets 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.
<b>Competency</b>	Intermediate to senior level consisting of extensive experience in the facilities and assets industry, strong sub-contractor management experience and demonstrated ability to practically mitigate risks associated with various (up to 40) contractors progress and performance.

### Position Parameters

<b>Employment</b>	Full time, permanent
<b>Reporting to</b>	Group Facilities & Asset Manager
<b>Staff directly supervising</b>	Nil
<b>Key Relationships</b>	Retirement Communities Manager, Retirement Communities Operations Support / Manager, Retirement Communities Managers, Aged Care Residences Operations Managers, Aged Care Manager, Procurement team, Aged Care Residences Facility Managers, Maintenance Operators, and Accounting Services
<b>Expenditure Limit</b>	\$5000
<b>Location</b>	TriCare Head Office and as required in TriCare Satellite Site Offices.

## Detailed Description of the Position

<b>External contractor cost management</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• 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"><li>1. Contractual cost totals and unit rates</li><li>2. Variations (defect quotes)</li><li>3. Progress claims (invoices)</li><li>4. Request for Information (RFI) during contractual periods to mitigate risks and improve performance</li><li>5. Reconciliations</li><li>6. Scopes of works</li><li>7. Competitor / tender comparisons</li><li>8. Subcontractor engagement/onboarding</li><li>9. Job to date costing</li><li>10. Back-charging</li><li>11. Equipment whole of life costing</li></ol></li><li>• 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.</li></ul>
<b>External contractor time management</b>	<ul style="list-style-type: none"><li>• 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).</li><li>• 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.</li></ul>
<b>External contractor quality management</b>	<ul style="list-style-type: none"><li>• Manage the preventative maintenance program delivery to the agreed quality specifications to meet client expectations and minimise rework.</li></ul>

<b>External contractor contract management</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintaining a complete understanding of the scopes of works (asset registers).</li> <li>• Co-ordination of activities and tasks associated with the development of overall planning and programming associated with the preventative maintenance schedule</li> <li>• Establishing and monitoring the use of existing maintenance sub-contractors on site.</li> <li>• Contract management and administration of the preparation and production monthly final forecast cost estimates (FFC's) for the various maintenance cost codes</li> <li>• Understand and assist in monitoring the program OHS plan.</li> <li>• Manage the document control of subcontractor (those that support the preventative maintenance program) information, including training registers, SWMS etc.</li> </ul>
<b>External contractor risk management</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Mitigate business and contractual risks.</li> </ul>

### Skills and Knowledge

- A recognised 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

### Personal/Other Attributes

- Excellent written and oral communication skills.
- Must be motivated, a self-starter and able to work unsupervised.
- Work is generally site based so must be fit and able.
- Honest, reliable, punctual, self-motivated.
- Ability to work in a team environment.
- Ability to work to deadlines.

## Experience

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- Extensive relevant experience including practical experience in facility maintenance management.
- Knowledge and experience in the use and application of computerised techniques for project and asset maintenance management.
- Understanding the requirements and environment of health care facilities.
- Experience in a supervisory role.
- Ability to work in a team environment.
- Police check with no criminal convictions.

## Work Health and Safety

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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.

## Performance Measures

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Annual Performance Review (APR).