



POSITION DESCRIPTION

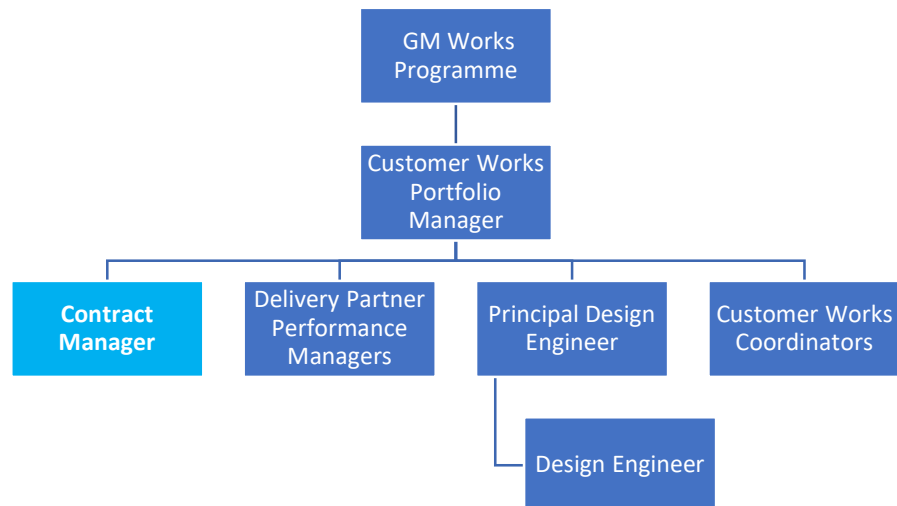


Position title:	Contract Manager		
Reports to:	Customer Works Portfolio Manager		
Group:	Works Programme	Unit:	Customer Works
Revision:	08/25	Date:	1 September 2025

Purpose

To manage assigned network and customer-driven projects to achieve project objectives and requirements.

Reporting Structure



Resource Accountabilities

Staff numbers	Nil	Operating Budget	Nil
Capital Budget	Nil	Expense Authority	As per Level 4 of DFA

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<p>To ensure the safe and effective delivery of assigned projects</p>	<ul style="list-style-type: none"> • Assess the size, complexity and resource requirements of assigned projects and request information from preferred suppliers • Evaluate each supplier's offer in accordance with standard evaluation criteria including supplier capacity and capability, quality, safety and cost • Ensure supplier responses meet the needs of customers and comply with applicable WEL, legal and regulatory requirements • Negotiate with suppliers based on what is considered to be the most appropriate and beneficial offer with reference to the evaluation criteria and final agreement conditions • Arrange contracts and purchase orders • Plan projects and identify and assess risks in consultation with preferred suppliers • Develop project plans, contingency plans and complete project planning processes • Direct project work and control changes 	<ul style="list-style-type: none"> • Projects are delivered on time, within specification and on budget • Customers satisfied • Staff and contractors adhere to WEL's health and safety requirements • All contractor staff working on assigned projects are competent and training records are up to date • Compliance with WEL design and construction standards • Computer systems updated

	<ul style="list-style-type: none"> • Monitor the progress of scheduled activities and provide progress reports to stakeholders • Apply knowledge, experience, problem solving and decision making skills to provide the project deliverables • Update computer systems and project documentation • Forecast expenditure on assigned projects 	
To ensure that projects are correctly closed	<ul style="list-style-type: none"> • Ensure equipment inspection, test and as-built information is being collected during the project • Arrange the completion of outstanding items • Complete all project closure activities and processes • Update computer systems and archive project records • Collect lessons learned 	<ul style="list-style-type: none"> • Quality requirements are met • Projects are closed out efficiently and on time • Computer systems updated • Project records archived
To build and maintain effective networks and working relationships with key stakeholders	<ul style="list-style-type: none"> • Identify and manage stakeholders including: • Internal project sponsors, design, planning and procurement teams • External customers, developers, territorial authorities, road controlling authorities, engineering consultants, contractors and suppliers 	<ul style="list-style-type: none"> • Achieving project objectives • Quality of relationships • Stakeholder feedback

To develop and maintain knowledge to achieve and maintain compliance with relevant requirements	<ul style="list-style-type: none"> • Ensure compliance with relevant requirements including: • Health and safety • Work on and near roads • Electricity distribution • Resource management • Building and construction 	<ul style="list-style-type: none"> • Regulatory compliance • Adherence to WEL policies, processes, procedures and standards
To contribute to the overall effectiveness of the business group and the company	<ul style="list-style-type: none"> • Participate in and contribute to the functioning of the contracts and projects team • Promote cross functional relationships and cooperation within the company • Represent WEL Networks as required at relevant external project meetings, present a professional and positive image of the company • Undertake special projects for WEL when required • Undertake continuous improvement projects as and when required 	<ul style="list-style-type: none"> • Company performance indicators • Quality management system and processes • Achievement of agreed project measures
To contribute to the continuous improvement of asset management	<ul style="list-style-type: none"> • While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems: 	<ul style="list-style-type: none"> • Active support for objectives and outcomes as detailed is evidenced • WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification

	<ul style="list-style-type: none"> ○ Participate in Asset Management activities that align to the Asset Management Policy ○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP)) ● Support Asset Management assurance initiatives 	
To participate and contribute to projects	<ul style="list-style-type: none"> ● Undertake special projects for WEL when required ● Undertake continuous improvement projects as and when required 	<ul style="list-style-type: none"> ● Achievement of agreed project measures
Targeting "Best in Safety"	<ul style="list-style-type: none"> ● Promotion of good safety management practices. ● Participation in safety and wellness activities. ● Being a safety leader. 	<ul style="list-style-type: none"> ● WEL's health and safety policies and procedures are always adhered to.
To work in and promote a 'Best in Service' attitude to all endeavours	<ul style="list-style-type: none"> ● Engage within the business and with community / external stakeholders in a way that supports 'Best in Service', always. 	<ul style="list-style-type: none"> ● WEL's reputation is enhanced in the community ● You are known for your excellent customer service

Person Specification

Qualifications	Essential	<ul style="list-style-type: none"> An appropriate tertiary level qualification
	Desirable	<ul style="list-style-type: none"> A recognised qualification in Contract Management
Experience	Essential	<ul style="list-style-type: none"> Demonstrated experience in contract management and the successful delivery of major projects Has sound industry knowledge of health and safety, electricity, resource management and building legislation, codes of practice, electricity industry rules, construction industry Proven ability to cultivate and sustain long-term relationships with diverse stakeholders across various sectors.
	Desirable	<ul style="list-style-type: none"> Experience in the delivery of complex technical projects within the electricity industry
Role Specific Competencies	<ul style="list-style-type: none"> Integrity: Demonstrates consistently high integrity, professionalism and business ethics Safety focus: Consistently demonstrates sound safety leadership Strategic and action focus: Can translate long term plans into actionable work programmes. Maintains focus on key priorities to deliver under pressure and competing demands. Commercial Acumen: Understands and applies commercial and financial principles. Views issues in terms of added value. Flexibility: Successfully adapts to changing demands and conditions Creativity and Innovation: Creates new and imaginative approaches to work related issues. Identified fresh approaches and shows a willingness to question traditional assumptions Communication: Effective communicator with internal providers and external agencies Relationship focus: Builds strong long-term relationships with stakeholders internal and external to the business, acting with integrity and building trust. 	

	<ul style="list-style-type: none">• Collaboration: Works with stakeholders and peers to achieve win-win results, and drive behaviour to optimise business outcomes• Problem Solving: Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information• Achievement focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action• Negotiation: Listens, comprehends and empathises with parties to develop relationships and rapport with others.• Teamwork: Works co-operatively as part of the wider team. Actively seeks out and listens to the views and ideas of others• Leadership: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.
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Our Purpose

Enabling our *communities to thrive*

Our Vision

To create and support an *innovative and sustainable energy future*

Best in Service

So we have the *trust of our community*



Best in Safety

Every Day - **Home Safe**



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.