

# CONTRACT MANAGER - INTERFACE SPECIALIST

IDT - Project Commercial & Cost

## Objectives

- The Contract Manager delivers senior input and guidance within the Package Management team, leading consistently high standards of contract administration including contractual interpretation and management of major package contract/s interface to ensure risks are minimised and best for Marinus Link outcomes are achieved.
- The primary purpose of this role is the delivery of the contract development and administration, senior advisement on complex contract management issues, monitoring and evaluation, associated internal reporting and senior support to the Package Management teams.

## Role Specific Accountabilities

### Contract Lifecycle Management:

- Oversee end-to-end contract lifecycle, ensuring compliance with legal and organisational standards.
- Develop, implement, and ensure compliance with a comprehensive contract management plan.
- Providing strategic contractual advice to other Marinus Link team members to facilitate maximum contract value extraction (not just financial) for the benefit of the overall project delivery.
- Draft, review, and negotiate contracts, proposing improvements and managing potential risks.
- Management of the review, development and administration processes for extensions of time, variations and other claims for additional payments.
- Ensuring compliance with policies, guidelines, procedures, and standards regarding Document Control.
- Collaborate with other internal Marinus Link team members to align contractual obligations and gather necessary information for efficient and effective project delivery.
- Develop and manage standard contract documentation, procedures, and templates for both internal and external use via the approved Electronic Document and Records Management System (EDRMS).
- Generate and analyse reports on contract performance, identifying key metrics and trends.

## One Marinus Culture Charter



### Our Purpose

Interconnect Australia's  
renewable energy for  
future generations



### Our Mission

Deliver Marinus Link in a  
timely, efficient and  
sustainable way to ensure  
long term benefits for  
communities and consumers



### Our Values

- ◇ Safety first and always
- ◇ Collaborating makes us stronger
- ◇ Empowering our people

- Lead process improvements for increased efficiency and effectiveness.
- Lead, manage and develop other contract administration team members to provide high quality contract management and administration.
- Contribute to contract specific knowledge management and best practice templates and sharing.

#### **Stakeholder Coordination and Conflict Resolution:**

- Champion Marinius Link's interests and serve as the central communication hub, connecting with project contractors and fostering positive, cohesive relationships with internal and external stakeholders.
- Guide and support Project Delivery and other teams on contract management and conflict resolution.
- Actively participate in contract variation negotiations, advocating for organisational interests while maintaining positive relationships.
- Ensure alignment and compliance with commercial terms and conditions across the project, coordinating with the legal team as needed.
- Manage contractual issues and provide advice to project delivery and management teams on contractual issues.

#### **Risk Management and Compliance:**

- Ensure compliance with company values, policies, laws, regulations, and industry standards.
- Proactively identify, manage, and advise on commercial, contractual, operational, financial, reputational, and supply chain risks associated with the contract,
- Identifying and managing possible contractor disputes and performance deficiencies, before these escalate into major issues
- Provide advice and assistance with integration of contractual interfaces between project delivery packages.
- Monitors contract performance and outcomes, informing senior executives and Governance on risks that may result in political or public interest.
- Assess potential risks in contracts and propose effective mitigation strategies.
- Stay informed about changes in regulations, ensuring ongoing contract compliance.

#### **Additional**

- Support a safety-first culture and promote a safe, collaborative and results-driven work environment.



## **Our Commitments**

1. Be accountable and act with integrity to deliver our commitments
2. Take responsibility for the safety and wellbeing of ourselves and each other
3. Leverage expertise, adaptive thinking and positivity to solve problems
4. Build trust, listen with intent and demonstrate respect and kindness
5. Lead with an inclusive and growth mindset and celebrate our achievements



**Together  
we are  
One Marinius**

**MARINUS**  
LINK

- Undertake any other duties or tasks directed by Marinus Link, adhering to legal and reasonable guidelines.
- Any other duty or task as reasonably and lawfully directed by Marinus Link.

## To be successful in this role

- Demonstrate the behaviours and values in alignment with the One Marinus Culture Charter.
- Comprehensive experience and knowledge of the commercial management and governance requirements of major infrastructure projects with specialist knowledge of Contract Management principles and practices within a regulated environment.
- Tertiary qualifications in Engineering, Law, Construction Management or a similar technical field.
- Experience in Incentive Target Cost (ITC) contract management desirable
- A demonstrated understanding of the regulatory framework in which Marinus Link operates and the relevant standards, regulations, and industry best practices related to contract management desirable.
- Strong writing and communication skills including the ability to understand and articulate contractual rights and positions.
- Successful track record of negotiating positive outcomes to overcomes problems and issues.
- Experience in cost controlling and project performance reporting desirable
- Able to apply your interpersonal skills to effectively collaborate with and influence stakeholders at all levels.
- Intermediate experience in effectively using a variety of Document Management Systems and other specialised project software (InEight/Team Binder or similar Electronic Document and Record Management Systems)
- Experience controlling project and contractor documents and drawings, including the management of complex document distribution matrices with a good understanding of the processes of project management and the role of project client.

Reports to: Senior Manager, Project Commercial & Cost

Direct reports: 0

Approved: Click or tap to enter a date.

Version: 1.0

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