

**Position details**

<b>Title of Position:</b>	Senior Procurement and Contracts Manager
<b>Reports to:</b>	Manager Commercial, Contracts & Cost Intelligence
<b>Division:</b>	Delivery
<b>Function:</b>	Commercial, Contracts and Cost Intelligence
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	7

**Health, Safety & Wellbeing**

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety and security instructions, by using all equipment provided in accordance with safe and secure work methods and by promptly reporting any unsafe working practices, hazardous working conditions or security threats.

**Position Overview**

The Senior Project Estimator is responsible for contributing to cost estimating process development as well as systems maintenance/development resulting in the provision of expert cost estimating services throughout the various phases of a project cycle, to support ElectraNet's capital works program.

Success in this role is characterised by pragmatic and logical thinking, effective collaboration across the business and successful delivery of functional activities to support the achievement of ElectraNet's business goals and objectives.

**Key Responsibilities****Operational & Technical**

Capable of working for extended periods under general supervision, you will be accountable for providing advice and operational support to internal customers within ElectraNet by:

- Support the delivery of the overall Capital Delivery Estimating strategic plan.
- Possess a strong commercial focus to deliver within timelines and budget for self and the team.
- Provide technical support to the immediate team and stakeholders within ElectraNet to ensure activities are performed in accordance with business processes, systems, and standards.
- Take initiative, help to drive outcomes and make independent decisions.
- Inspire, motivate, mentor, and develop the team to be engaged, accountable and achieve best practice in their respective disciplines.
- Generate accurate cost estimates for various project phases (Planning, Optioneering, Definition & Execution) in the project Estimating system (MTWO), incorporating inputs prepared internally or by external consultants.

- Ability to take off drawings to produce scope of works Bills of Quantities.
- Prepare Project Estimate Reports for Project Managers with the cost estimate details for various project phases (Planning, Optioneering, Definition & Execution) and explanations of variances between estimates.
- Working closely with the procurement team to produce pricing schedules within tender documentation.
- Critically analyse tenderer's pricing responses
- Develop, maintain and utilise benchmarking processes to support the business establish value for money parameters
- Proactively contribute to improving estimating processes
- Develop estimating key performance indicators
- Provide assistance to Project Managers with the assessment of project cost variations
- Prepare Asset Capitalisation of completed projects
- Provide support to the assessment of tenders, to ensure these are fair and reasonable in comparison to the estimated project cost
- Participate in project team meetings and provide sound Estimating input into scope alternatives analysis and accurate status updates on the progress of Estimating deliverables
- Provide peer review of cost estimates prepared to ensure compliance with ElectraNet's Estimating policies and procedures
- Provide support to maintaining and enhancing the project Estimating system and the ElectraNet Estimating policies and procedures
- Provide support to updating and maintaining the accuracy of estimating library modules for the Estimating system with actual data from current projects.
- Investigate and identify industry estimating benchmarks.
- Produce summary comparison reports between industry estimating benchmarks and current ElectraNet project estimates
- Maintain a comparison between Class 5, 4, 3 & 2 cost estimates and Actual costs on a monthly basis and produce a periodic analysis report of the data trends and recommendations for improvement
- Support the implementation of the Estimating Overarching Plan
- Foster technical innovation, acquisition of expertise and supporting a continuous improvement culture
- Apply guidelines, processes and systems to lead the way of best practice

## Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

## Significant Working Relationships

- External Customers & Suppliers
- ElectraNet Corporate Development
- ElectraNet Network Services
- SA Power Networks (SAPN)
- Australian Energy Market Operator (AEMO)
- Essential Services Commission of SA (ESCOSA)

### Equipment & Technology Used

- MTWO ( RIB )
- Microsoft Project
- SAP
- @Risk

### Selection Criteria

## Knowledge & Experience

### Essential

- Strong analytical skills, including the ability to analyse large data sets, identify trends, variance
- Knowledge of all aspects of the discipline obtained through experience, networking, research and other means of professional development
- Knowledge of technology and developments within the discipline
- Knowledge of transmission system components and operation
- Knowledge of MTWO (ITWO RIB) software (preferred)
- Demonstrated experience in project cost estimating, either in the electricity transmission industry or a related industry e.g. construction.
- Demonstrated experience in contracting environment
- Demonstrated ability to generate cost estimate utilising a database driven estimating software
- Well-developed analytical, investigation and problem solving skills
- Demonstrated ability to apply sound project management methodology to manage own work schedule / projects
- Sound ability to use the Microsoft Office suite of products
- Knowledge of legislated industry requirements (National Electricity Rules, SA Electricity Transmission Code ESCOSA, OTR, AEMO Guidelines)
- Applying theoretical and practical knowledge to solve commonly encountered problems
- Applying generally accepted concepts, principles and standards in well-defined areas
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis
- Well-developed analytical, investigation and problem-solving skills
- Demonstrable, advanced written and verbal communication skills; good interpersonal skills
- Demonstrable ability to work as a team member and actively promote office harmony
- Flexible approach to working hours and after-hours commitments

### Desirable

- Minimum 7 years' experience in discipline related role

- Electricity Industry experience an advantage

## Qualifications

- Tertiary qualification in Project/Construction Management or a related discipline (essential)
- White Card training (desirable)
- Valid Australian Car Driver's Licence (or eligibility to obtain one) (desirable)

## Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.