

## Job profile

### Senior Contract Superintendent

<b>Division and Group</b>	Asset Delivery, Asset Delivery & Care, Asset Services
<b>Reports to (Job Title)</b>	Team Manager, Asset Delivery or Divisional Manager Specialist Projects (role may change reporting lines depending on project needs)
<b>Number of direct reports</b>	0

### Position overview

The **Senior Contract Superintendent**, is a member of the Asset Delivery leadership team, responsible for the effective administration, governance, and oversight of large-scale infrastructure contracts delivered under both Construct Only and Design and Construct (D&C) procurement methodologies.

The position ensures nominated contracts are delivered in accordance with legislative requirements and contract conditions (VicWater Major Works contract, or similar bespoke contracts), to achieve successful outcomes across cost, time, quality, and safety.

The Senior Contract Superintendent also plays a key leadership role in building internal capability by mentoring project managers (in their capacity as Superintendent's Representative) and developing tools, processes, and resources to support consistent, high-quality superintendency across project teams.

### Key responsibilities

The duties as described below provide an overview, duties may be adjusted as required for the role.

#### General

- ➔ Member of the Asset Delivery Leadership Team contributing to strategic direction and decision making.
- ➔ Perform the role of Superintendent (or Superintendent's representative) across 1-2 concurrent major project(s) at any one time, typically of contract value greater than \$20M

- ➔ Mentor, coach and support and advise Project Managers and Senior Project Managers (in their capacity as Superintendent's representatives)
- ➔ Promote and role-model knowledge sharing within the Asset Delivery and Care business unit

### Perform the role Superintendent / Superintendent's Representative

- ➔ Perform the role of Superintendent or Superintendent's Representative under the VicWater Major Works contract (or similar bespoke contracts), including:
  - Issue contractual directions, assess variations, administer extensions of time, and manage claims and disputes.
  - Maintain accurate records of contract communications, instructions, approvals, and risk events.
  - Monitor compliance with contract terms by all parties and ensure contractual deliverables are achieved.
  - Ensure the appropriate implementation and administration of key contract elements including Risk Allocated Maximum Pricing (RAMP)
  - Certify progress and assure contractual commitments (including those set out in the relevant specifications) are met. This includes those pertaining to progress, formal submissions, quality, and milestones.
  - Ensure the Principal and Contractor adhere to time requirements as set out in the contract, including for the submission and review of design documents, ITPs, RFIS, etc.

### Stakeholder Relationships

- ➔ Build strong relationships with key YVW and contractor stakeholders, suppliers, and partners, fostering collaboration and teamwork.
- ➔ Manage day-to-day interactions with contractors, design consultants (if required) and site supervisors.
- ➔ Liaise with YVW internal stakeholders as required including planning, operations, safety, risk and legal.
- ➔ Act as Superintendent at contractor meetings, project reviews, and site inspections as coordinated with the Project Manager

### Mentoring and Capability Development

- ➔ Provide coaching, guidance, and support to junior project managers and delivery staff in contract administration, decision-making, and issue resolution.
- ➔ Develop and maintain a suite of standardised tools, templates, and guidance materials (e.g. superintendent checklists, direction templates, variation logs) to support consistent, compliant contract superintendency across the organisation.

- ➔ Coordinate internal training sessions pertaining to Superintendency (such as learning forums and lunch and learn session) and contribute subject matter expertise to communities of practice or knowledge-sharing forums.
- ➔ Support external training for Superintendency practice as required

### Commercial, Risk and Governance

- ➔ Identify and manage contract risks, escalate issues, and support resolution processes.
- ➔ Collaborate with legal and commercial teams on high-risk or disputed contractual matters.
- ➔ Support financial reporting through accurate progress payment certifications, variation approvals, and forecasting inputs.

### Safety, Environment & Compliance

- ➔ Ensure all contractor activities comply with health, safety, environmental, and quality obligations.
- ➔ Promote a strong safety culture amongst the project, including supporting the implementation of YVW's Contractor Safety Partnering Framework and Contract Assurance Framework

## Skills, Experience and Technical Knowledge

Enterprise Skills (The skills that are required to perform at a competent level in this role)	Proficiency - *see table below
Coaching, developing and managing the commercial performance of professionals	Advanced
Capacity to influence at a Senior Management and Executive Level	Intermediate
Interpersonal and negotiation skills in dealing with key stakeholders including senior management, customers, consultants, contractors, regulators and committees	Advanced
Leading and promoting a safe work culture with a strong understanding of OH&S obligations and regulations	Advanced
Quality Assurance, OH&S and Environmental principles and applied practices	Advanced
Asset management and operation of water and sewerage networks	Intermediate
Contract and Project management experience	Advanced

Enterprise Skills (The skills that are required to perform at a competent level in this role)	Proficiency - *see table below
Delivery of procurement activities	Intermediate

Technical Knowledge (The technical knowledge required to perform at a competent level in this role)		Proficiency
Essential Experience	<ul style="list-style-type: none"> <li>Significant experience in contract administration and project delivery on major infrastructure projects using both Construct Only and Design and Construct methodologies.</li> <li>Demonstrated understanding of standard contract forms including the VicWater Major Works contract and similar such as AS4000.</li> <li>Demonstrated ability to develop and implement tools and resources to support contract administration.</li> <li>Effective stakeholder engagement, negotiation, and dispute resolution skills.</li> <li>Experience supporting teams, including mentoring, coaching and developing guidance material</li> <li>Strong knowledge of contract law, claims management, and construction governance frameworks.</li> <li>Demonstrated ability to work across multidisciplinary teams and manage competing project priorities.</li> </ul>	Advanced
Desirable Experience	<ul style="list-style-type: none"> <li>Water industry/ Victorian experience</li> <li>Familiarity with relevant codes, standards, and regulations for water and wastewater assets.</li> <li>Training in contract law or certification in contract administration (e.g. Institute of Arbitrators and Mediators Australia).</li> </ul>	

Relationships and Stakeholders This is an overview of the key internal and external communication/negotiation/contact for the role that are critical to the achievement of the role's purpose.	
Internal	<ul style="list-style-type: none"> <li>Delivery Performance and Partnerships</li> <li>Operations and Response Business Unit <ul style="list-style-type: none"> <li>Water Operations</li> <li>Service Interactions</li> <li>Case Management</li> <li>Sewer Operations</li> <li>Treatment Plant Operations</li> </ul> </li> <li>Asset Lifecycle Planning Business Unit <ul style="list-style-type: none"> <li>Sewer Planning</li> <li>Water Planning</li> <li>Treatment Plant Planning</li> <li>Place Based Planning</li> </ul> </li> <li>Asset Delivery &amp; Care <ul style="list-style-type: none"> <li>Reactive Maintenance</li> <li>Network Sites</li> </ul> </li> </ul>
External	<ul style="list-style-type: none"> <li>Delivery Partners (contractors)</li> <li>Industry Capability Network (ICN)</li> <li>Specialist commercial, financial and probity consultants</li> </ul>

## Education and Professional Background

- A relevant tertiary qualification in Engineering, Construction Management, Contract Law or related field.
- Extensive prior experience as Superintendent / Superintendent's Representative

## Personal Attributes

- Ability to quickly build an effective working rapport with staff at all levels to ensure effective business and customer outcomes can be achieved.
- Comfortable working with ambiguity and periods of conflict
- Comfortable working in a dynamic fast-paced environment, including regular attendance at construction sites

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## Key physical or environmental requirements of the role

- ➔ Hybrid working; across work from home, Mitcham office and construction site(s) as required to best meet job needs
- ➔ Attendance in the field including construction sites, existing assets and the location of planned/ future assets, which may involve walking moderate distances on uneven terrain
- ➔ This role may require out of business hours responses due to the nature of the role and the operational requirements.

## Other Requirements

- ➔ Victorian Driver's Licence                      Yes

## \*Proficiency Requirements

**Beginner** – The skills, knowledge and experience will be learnt on the job, constant guidance will be needed to ensure the skills are developing.

**Developing** – Able to demonstrate some of the skills, knowledge and experience required with guidance.

**Intermediate** – Able to demonstrate the necessary skills, knowledge and experience with some guidance.

**Experienced** – Able to demonstrate the required skills, knowledge and experience. Guidance is minimal.

**Senior** – Able to demonstrate the required skills, knowledge and experience, with demonstrated leadership experience and technical proficiency.

**Advanced** – Able to guide, support and mentor others in developing the necessary skills, knowledge, experience and technical proficiency.

**Expert** – Able to use the skills, knowledge and experience to set strategy and business practice.

## Yarra Valley Water

You'll be inspired and challenged to grow alongside us.

### ➔ Make your own impact

No matter what role you're in, you'll help us shape resilient and thriving communities. Explore better, smarter ways to connect customers with their water and play your role in creating a more sustainable world.

### ➔ Grow your career

We celebrate and encourage new thinking at every level. Creating opportunities for you to grow – both professionally, and personally. When you flourish, we all do.

### ➔ Join an inclusive collective

With us, diversity is the everyday. As part of an inclusive and supportive team, you'll feel better for being here and empowered every step of the way.

### ➔ Work with freedom

We encourage a flexible work and life balance. Our truly hybrid approach empowers our team to do their best work.

