

Contract Manager

About the role

Commercial and Contract Management is part of Anvelo's DNA. We provide rigor to our practice to yield robust results, every time. Anvelo provides delay, quantum and technical experts for commercial and contract matters during the entire project life cycle. We partner with a number of construction entities, ranging through to large tier one companies across Australia.

Key responsibilities include:

- Advising clients regarding project commercial strategy and project risk management strategy.
- Review of head contract terms and other documentation for compliance, liability and entitlement.
- Review and negotiate contract terms.
- Ensure preparation of head contract administration guides.
- Accurately administer head contracts and subcontracts, focusing on key commercial matters including time, variations, progress claims, and completion.
- Management of variations and cashflow in accordance with business targets.
- Identification of key issues, risks and opportunities.
- Preparation of accurate project management reports in a timely and transparent manner.
- Implement commercial standards, policies, processes and procedures within project teams.

Experience and skills needed:

- Tertiary qualifications in quantity surveying, construction management or a law related field.
- Professional membership association with the Royal Institute of Chartered Surveyors, Chartered Institute of Arbitrators is preferable.
- Experience in various types of projects such as Design & Construct contracts; Construct Only contracts; construction management contracts using (amended) Standard Form contracts; Joint Ventures.
- Extensive experience in contract management, including commercial/risk policies and procedures, project management, claims management, reporting and dispute resolution.
- Experience working on large-scale infrastructure projects and tier one construction contracting companies in Australia.
- Comprehensive knowledge of contract management, program financial management, risk and opportunity management, performance reporting, budget preparation and administration.
- Comprehensive knowledge of commercial management, legal and governance requirements of major projects.
- Comprehensive understanding of risk and opportunity management.
- High level analytical and problem solving skills.
- Excellent English language skills, including written and verbal.
- Ability to work autonomously as well as part of a team.
- Effective interpersonal and relationship building skills.