



APPLICANT PACK

Manager Capital Contracts

City of Gold Coast



RECRUITING FOR:

CITY OF
GOLDCOAST™

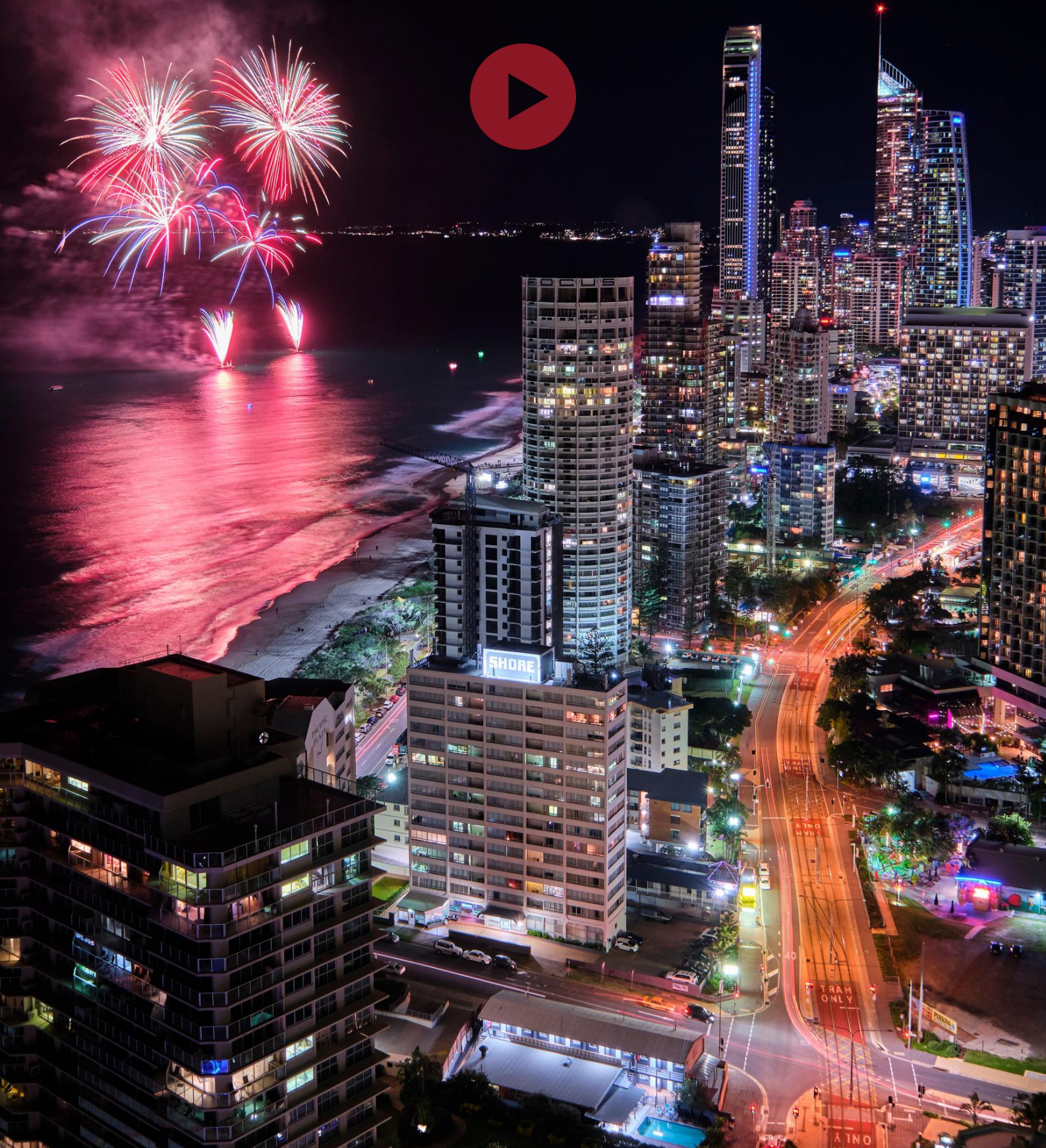
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Be part of shaping the
future of Gold Coast



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We respectfully acknowledge the Traditional Owners, the Yugambeh language region of the Gold Coast, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Opportunity

The City of Gold Coast is embarking on a major transformation of its procurement function, positioning it as a strategic enabler for the city's infrastructure and service delivery ambitions. As part of this transformation, the role of Manager Capital Contracts is critical in ensuring effective contract management, superintendency services, and contract administration across a diverse portfolio of infrastructure projects. Reporting to the Chief Procurement Officer, this role oversees a team of approximately 38 staff and is responsible for ensuring that contract lifecycle management aligns with best practices, statutory requirements and organisational goals.

This is a leadership role requiring a strong background in contract administration, infrastructure procurement and commercial risk management. The successful candidate will be a strategic thinker with a proven ability to drive improvements in contract governance, manage complex legal and regulatory obligations and ensure optimal contract outcomes for the City of Gold Coast. With \$800M - \$1.1B worth of contracts in the system, this role requires a seasoned leader to manage the Superintendent function and enable the business through the leadership of the team.

Role Purpose

The Manager Capital Contracts is responsible for leading and delivering contract management services that support the City's diverse infrastructure projects. The role requires technical expertise in contract law, project delivery, and financial controls while maintaining strong relationships with stakeholders at all levels. As a senior procurement professional, this role plays an integral part in ensuring the efficiency, compliance, and overall success of major contractual engagements. The focus is not only on contract execution but also on team leadership and ensuring the Superintendent function is managed effectively.



Key Responsibilities

1. Contract Management and Administration

- Oversee the execution and performance of a diverse range of high-value infrastructure contracts, including construction, asset maintenance, and consultancy agreements.
- Act as the designated Contract Superintendent on behalf of the City, ensuring contracts are executed in accordance with statutory, regulatory, and organisational requirements.
- Ensure the effective administration of contracts from inception to completion, managing obligations, risks, and performance benchmarks.
- Drive continuous improvements in contract governance, implementing policies that align with best practices and enhance transparency and accountability.

2. Leadership and Team Management

- Lead and manage a team of approximately 38 procurement professionals, ensuring capability development and performance alignment with strategic objectives.
- Manage the Superintendent function, providing guidance and leadership to the team to enable business success.
- Provide expert advice, coaching, and mentorship to ensure the team maintains high standards of contract administration and procurement governance.
- Develop and implement training programs to enhance the skillsets of contract administrators, superintendents, and procurement officers.
- Foster a culture of strong leadership, accountability, and collaboration within the team.



Key Responsibilities

continued..

3. Stakeholder and Supplier Engagement

- Develop strong relationships with internal stakeholders, including project managers, engineers, and legal advisors, to facilitate seamless contract execution.
- Engage with external contractors, consultants, and suppliers to drive best-value procurement outcomes and ensure robust contract performance.
- Act as the primary point of contact for contractual disputes, ensuring that issues are managed effectively and in compliance with legal and regulatory frameworks.

4. Risk Management and Compliance

- Identify, assess, and mitigate contractual risks to protect the interests of the City and ensure compliance with relevant legislation.
- Implement and enforce rigorous contract governance frameworks, ensuring adherence to procurement policies, regulatory obligations, and financial controls.
- Oversee dispute resolution processes, ensuring that conflicts are resolved efficiently with minimal financial or reputational risk to the City.

5. Strategic Planning and Continuous Improvement

- Drive a culture of continuous improvement by implementing innovations in contract lifecycle management, leveraging digital tools, and enhancing procurement processes.
- Lead efforts to standardise contract documentation, improve efficiency in contract execution, and streamline contract performance reporting.
- Ensure alignment with the City's broader strategic objectives, including infrastructure investment, community service delivery, and sustainability initiatives.

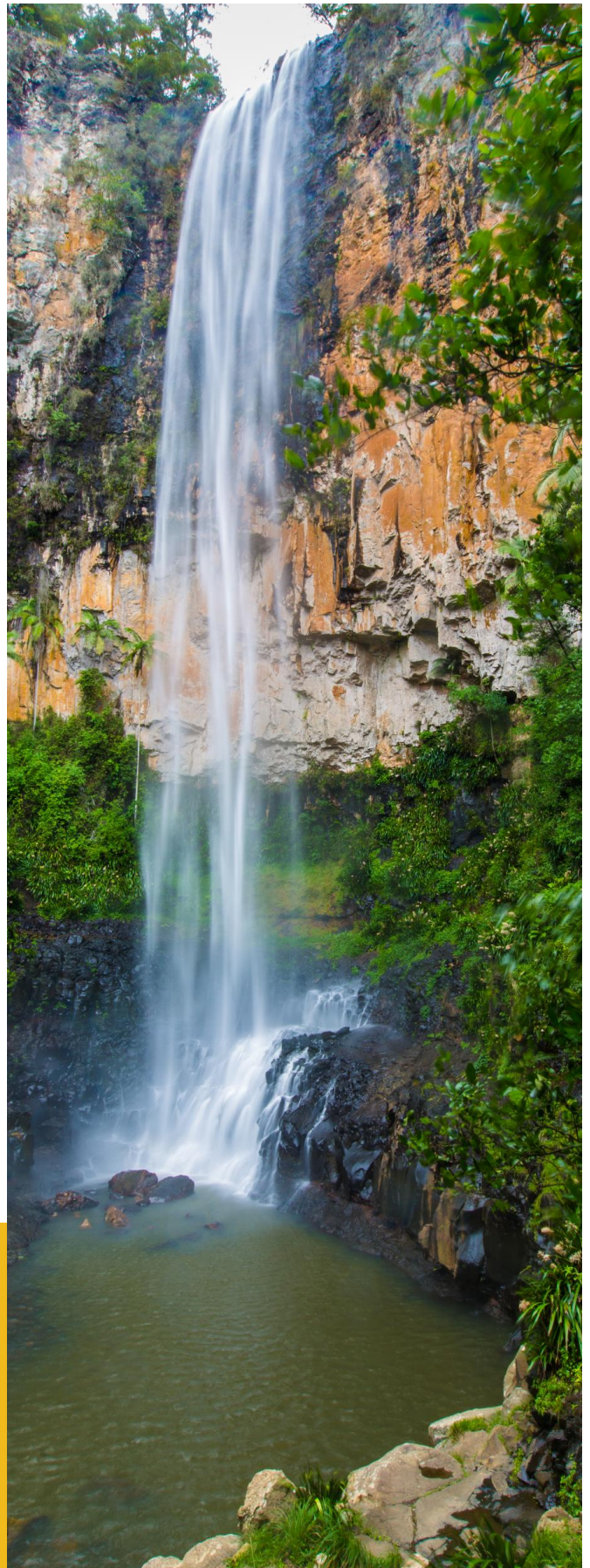
Key Working Relationships

Internal Stakeholders

- Chief Procurement Officer
- General Managers and Senior Leadership Team
- Project Managers, Engineers and Legal Teams
- Finance, Risk, and Governance Units

External Stakeholders

- Contractors and Consultants
- Local, State and Federal Government Agencies
- Business and Industry Groups
- Community Organisations





Key Challenges and Opportunities

Challenges

- Managing a large and diverse portfolio of contracts, ensuring efficient resource allocation and oversight.
- Balancing compliance obligations with operational agility to meet evolving project requirements.
- Driving cultural transformation within the procurement and contracts team, fostering collaboration and continuous improvement.
- Navigating complex stakeholder expectations, particularly in high-profile public infrastructure projects.

Opportunities

- Leading a major procurement transformation, contributing to best-practice contract management methodologies.
- Enhancing supplier engagement, driving strategic partnerships that deliver long-term value for the City.
- Implementing innovative contract governance frameworks, leveraging data analytics and digital tools to improve efficiency.
- Supporting major infrastructure investments, including projects linked to the 2032 Olympic and Paralympic Games, ensuring world-class contract administration and performance management.



Success Measures

The successful candidate will be expected to demonstrate the following within the first 12-24 months:

- Implementation of improved contract governance frameworks, enhancing transparency and efficiency in contract execution.
- Successful oversight of high-value infrastructure contracts, ensuring delivery within scope, time and budget constraints.
- Development of a high-performing contract administration team, with clear capability uplift and structured training programs.
- Strengthened stakeholder relationships, ensuring collaborative and effective contract management outcomes.
- Significant improvements in contract risk management, reducing exposure to disputes, legal challenges and financial inefficiencies.



Qualifications, Skills & Attributes

Essential Qualifications

- Bachelor's degree in Business, Engineering, Law, Procurement, or a related field.
- Extensive experience managing high-value, complex infrastructure contracts.
- Proven capability in contract superintendency and governance.
- Strong stakeholder engagement and negotiation skills.
- Demonstrated leadership in driving service and capability improvements.
- A commitment to workplace safety and ethical procurement practices.

Desirable Qualifications

- Postgraduate qualification in Contract Law, Procurement, or Business Administration.
- Membership with a recognised procurement or contract management body (e.g., Chartered Institute of Procurement & Supply (CIPS) or Australian Institute of Project Management (AIPM)).

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



Selection Criteria

1. Demonstrated experience in managing high-value, complex infrastructure contracts, including contract superintendency and governance.
2. Proven ability to lead, mentor, and develop a team of contract professionals to achieve strategic and operational goals.
3. Strong interpersonal and negotiation skills to build effective relationships with internal and external stakeholders, ensuring optimal contract outcomes.
4. Extensive knowledge of contract law, procurement policies, and regulatory frameworks to ensure compliance and mitigate contractual risks.
5. Ability to drive improvements in contract lifecycle management through innovation, process enhancement, and alignment with organisational objectives.



Remuneration and Benefits

The City of Gold Coast offers generous employee benefits including flexible work options to enhance work and life balance, generous superannuation and a social club. To find out more about employee benefits [click here](#).

The City of Gold Coast offers an attractive remuneration package, including:

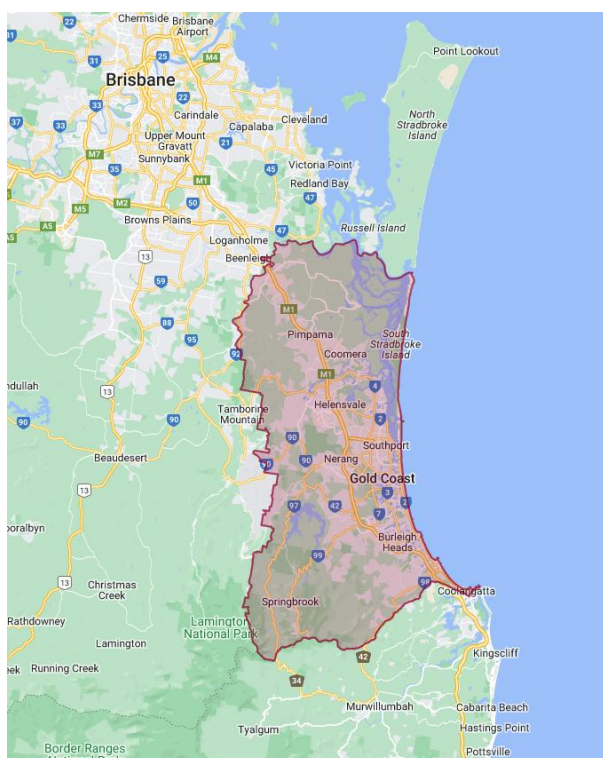
- Salary: \$207,902
- Car Allowance: \$30,000 per annum
- Superannuation contributions in line with government standards.
- Professional development opportunities, including access to industry certifications and leadership programs.
- Flexible work arrangements, ensuring a balance between professional and personal commitments.
- The opportunity to contribute to high-profile infrastructure projects, leaving a lasting impact on the City's future.

The Manager Capital Contracts position is a unique opportunity for an experienced contract management professional to shape the future of procurement and contract administration within the City of Gold Coast. If you are a seasoned contract professional with the vision, leadership, and expertise to drive excellence in infrastructure procurement, we encourage you to apply and be part of this exciting transformation journey.



About Council

The City of Gold Coast is the second largest local government in Australia and serves a community of approximately 650,000 residents. The council employs around 4,500 staff and has an annual budget of \$2.2 billion.



The City of Gold Coast is divided into fourteen (14) divisions and encompasses the entire Gold Coast region which stretches along the southeastern coast of Queensland. The region includes diverse communities such as Surfers Paradise, Broadbeach, Burleigh Heads, Coolangatta and many others.

The region is known for its vibrant tourism industry, beautiful beaches and a growing population, currently estimated at 647,824 residents (2022).

The City of Gold Coast covers an area of more than 1,400 square kilometres with commercial and urban development, over 55 kilometres of beaches, more than 270 kilometres of navigable waterways and a world heritage forest.

The council plays a crucial role in fostering economic growth and development in the region. It supports local businesses, promotes tourism, attracts investment, and works to create employment opportunities.

The Gold Coast has a diverse economy, with sectors such as tourism, hospitality, construction, education, health, and professional services playing significant roles.

Links to Council Information





Living in the Region



Housing

Housing on the Gold Coast is diverse, offering a range of options to accommodate the needs and preferences of its residents. Property prices can vary significantly depending on factors such as location, property type, size, and proximity to amenities. Beachfront and waterfront properties, as well as those in highly sought-after suburbs, tend to command higher prices.



Educational Facilities

The City of Gold Coast is well-served by both state and private school facilities, there are more than 100 schools throughout the region. For those wishing to further their education, there are three universities and several Queensland TAFE campuses along with other independent tertiary education facilities all located throughout the City of Gold Coast.



Healthcare

There are excellent medical facilities in the region with both public and private hospitals readily available including Gold Coast University Hospital, Robina Hospital and the Varsity Lakes Day Hospital. The region is home to medical centres, private health centres, dental practices, aged care facilities and other traditional and non-traditional medical practitioners.



Living in the Region



Shopping & Dining

The City of Gold Coast is abundant with shopping choices, from major shopping centres to quaint boutiques and art galleries. The dining is second to none in the region, with fresh local produce and dining options ranging from fast food and cafe dining to 5-star restaurants.



Sports & Recreation

The Gold Coast City is spoilt for choice with excellent sports and recreational facilities, and many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local beaches, national parks and local waterways.



Getting Around

Gold Coast City is located approximately 1 hour and 15 minutes south of Brisbane and 41 minutes north of Tweed Heads by road. Located in the suburb of Coolangatta, the Gold Coast Airport is the primary airport serving the region. It is situated close to the Queensland-New South Wales border and is approximately 25 kilometres south of Surfers Paradise. The airport offers domestic and international flights, connecting the Gold Coast to various destinations within Australia and overseas.

Destination Gold Coast



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the [Selection Criteria](#)



Evaluation Process

Leading Roles and City of Gold Coast will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Gold Coast may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Following the selection of a preferred applicant the City will require further checks including reference checks, criminal history and medical assessments.



Indicative Timeframes



Applications Open

- Week Commencing Monday 10 March 2025



Applications Close

- 5:00 pm Monday 31 March 2025



Initial Assessment

- Week Commencing 31 March 2025



Council Interviews

- Week Commencing 7 April 2025

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



ANGIE SIMMONDS

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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Client Rating



Candidate Rating





ATTACHMENT

Position Brief

Manager Capital Contracts

Department name	Branch name	Position classification	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	Manager	8	Chief Procurement Officer

Position Overview

The Manager Capital Contracts provides contract management, superintendency services and contract administration services for the city’s various contract types including construction, asset maintenance and consultancy services.

The position oversee the role of Contract Superintendent as appointed by the Principal.

The role is responsible for the leading contract management and contract administration on a large number of diverse infrastructure based contracts and is required, at times, to operate independently on specific issues where required by contract law and advice.

The role will manage a business unit with a team of approximately 38 staff and report to the Chief Procurement Officer.

Key working relationships

- The Manager Capital Contracts will work closely with General Managers, Managers and Project Managers across the various departments within the organisation, providing contract management, advice and Superintendency services.
- The incumbent will liaise with internal and external stakeholders from across the organisation and City as part of driving optimal contract lifecycle management outcomes for the City
- The incumbent will liaise with various external stakeholders including but not limited to:
 - Businesses, Private Enterprise
 - Contractors and Consultants
 - General public, residents and ratepayers
 - Other Local Governments and Boards
 - Relevant Community Groups and organisations



Manager Capital Contracts

Department name	Branch name	Position classification	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	Manager	7	Chief Procurement Officer

Position responsibilities

- Accountable for a Business Unit comprised of approximately 38 team members who are responsible for Contract Management and administration
- Provide superintendency services and general contract administration to a range of contracts
- Drive high safety and wellbeing awareness and a culture of care and respect for the work environment
- Implement and sustain initiatives to ensure all activities undertaken by the Business Unit reflect the organisations High Performance Principles
- Determine whether operational procedures/policies need to be developed or modified, consistent with standards or existing principles, in order to achieve required and optimal results
- Liaise and partner with external organisations (including government departments) and other executives within the Branch or across the City, to gain participation of a network of stakeholders with differing contributions/varied views, to ensure the effective and efficient delivery of Contract Lifecycle Management
- Deliver agreed levels of service provision having regard to legislative requirements, council policy, current industry and best practice
- Develop and communicate Business Unit service plans
- Plan, organise, coordinate and ensure achievement of results, through appropriate management and development of Business Unit human resources and management of the Business Unit budget
- Demonstrate mature judgment, analytical, evaluative and/or constructive thinking in ensuring Business Unit interests and issues (particularly those of a critical nature) are appropriately addressed
- Provide expert advice, leadership and guidance in Contract Lifecycle Management to Business Unit resources, other specialists and various areas of Council as required
- Maintain up to date, thorough and comprehensive knowledge of relevant legislation (statutory and regulatory requirements), policies and procedures as they relate to the Business Unit
- Develop and/or maintain contract governance (in collaboration with other Procurement Managers) including procurement policy, framework/s, compliance standards, quality assurance, the contract manual, the City contracting plan and other procurement specific procedures
- Pro-actively engage, collaborate and partner with City stakeholders to align procurement planning and development with broader City objectives and ensure seamless integration of procurement activities while driving continuous improvement



Manager Capital Contracts

Competencies

Competency	Competency definition	Level	Level definition
Leading People	Lead people to build a positive and productive organisation aligned to our City Vision	Managerial	Develop leaders at all levels, creating and maintaining a leadership and development culture and promoting performance partnering.
Influencing and Partnering	Build internal and external relationships, developing connections that shape our future	Managerial	Influence and involve stakeholders, focusing on the future of the organisation, engaging a wide range of individuals and groups to build that future.
Executing Vision	Understand and develop strategic direction, exercising decision-making that delivers the City Vision	Managerial	Shape the organisation's vision through plans and projects that deliver priority outcomes.
Business Acumen	Understand, plan and apply commercial processes in order to optimise value, mitigate risk and maximise results	Managerial	Apply strategic management to finance and business plans, actively pursuing risk mitigation and commercially optimised strategies.
Good Governance	Maintain a holistic perspective, understanding and applying policy, legislation and contemporary systems and processes	Managerial	Promote a culture of quality, efficiency and awareness to ensure compliance, contemporary processes and competitive service.
Portfolio Management	The centralised management of one or more portfolios, which includes identifying, prioritising, authorising, managing, and controlling projects, programs and other related work to achieve specific strategic business objectives.	Managerial	Delivers services and links programs of work to the overarching strategies for a Branch. Comprehensively applies portfolio management methodology for internal function of a Branch.

Mandatory qualifications / requirements

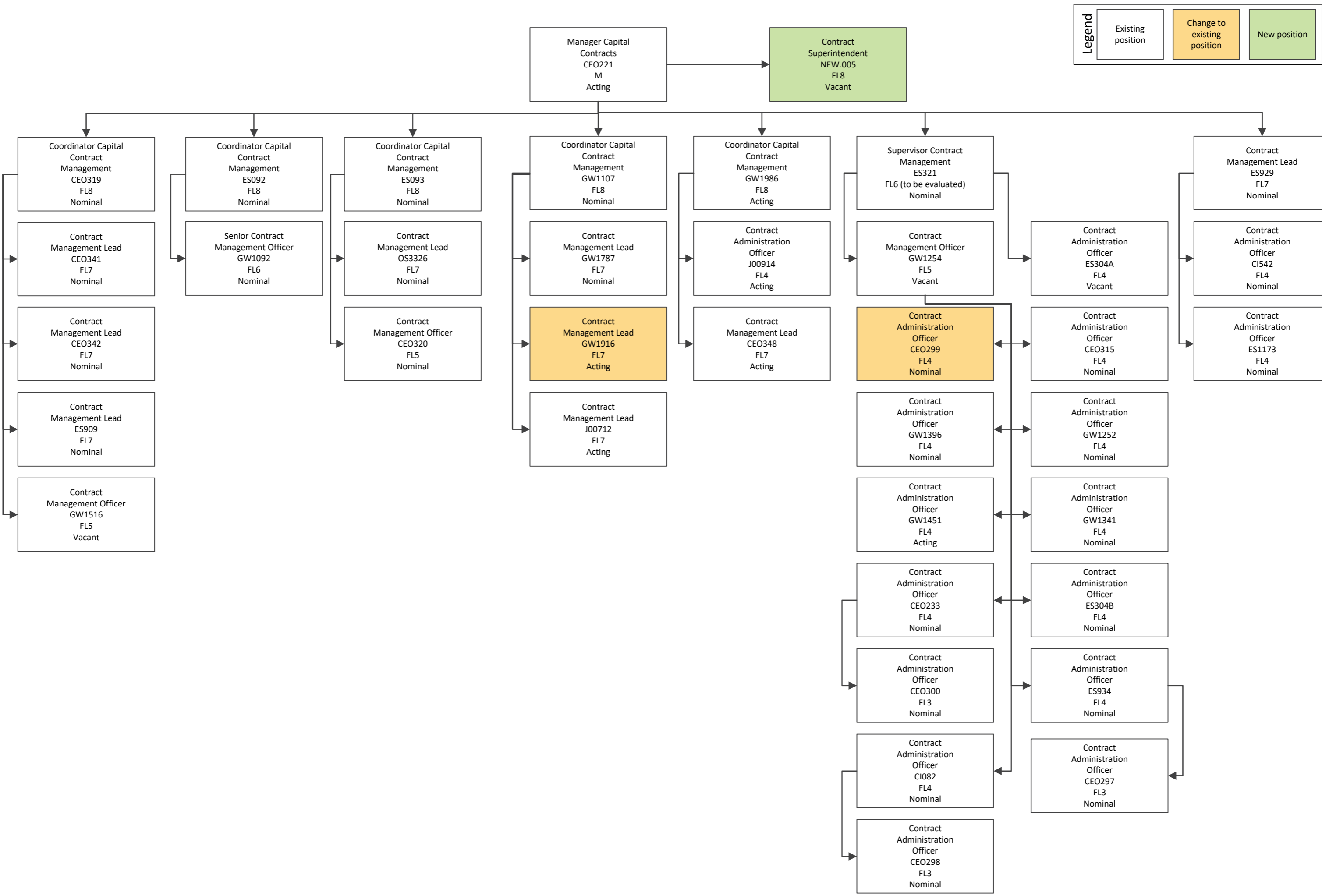
- Bachelor Degree in Business/ Engineering/Law or related discipline or equivalent knowledge and extensive experience in managing multiple high value complex contracts that result in the delivery of public infrastructure.
- Experience in performing the role of Contract Superintendent.
- Comprehensive understanding (or the ability to acquire) of the City's strategic business requirements and legislative requirements as they related to procurement.
- Proven capability to contribute to and successfully participate in service and capability improvements in a large, diverse organization.
- Proven leadership experience gained within a multi-disciplinary organisation including the ability to develop and motivate staff, provide expert advice, and establish and monitor outcomes and procedures.
- Strong interpersonal skills with effective communication and negotiation skills to establish and maintain effective relationships with suppliers and internal stakeholders, to drive continuous improvements that result in value for money outcomes for the City.
- Exceptional verbal, written and interpersonal communication skills including negotiation consultation, advocacy, influencing and conflict resolution skills.
- Strong analytical, problem solving and investigative skills with the ability to implement, monitor and evaluate strategies, policies and methodologies that will deliver value to Council.
- A demonstrated commitment to safety from both a leadership and personal perspective.





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Organisational Chart





Leading Roles

People ▶ Performance ▶ Partners

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