



# Superintendents Representative

## Full Time - Fixed Term Contract

### About Us

At SHEPHERD we believe our purpose is to use our expertise, systems and specialised asset management tools to make a positive impact on our clients throughout Australia. We offer integrated and specialist products and services across seven key areas including Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services (Civil), and Disaster Recovery Services.

### About the Role

We are seeking an experienced Superintendents Representative to join our project team overseeing our Civil and Disaster Recovery projects. The Superintendents Representative will provide high level technical expertise and knowledge of the delivery on construction and disaster recovery works contracts. The Superintendents Representative responsibilities are defined by the contract that they act within, typically but not limited to, being an independent point of contact and assessor, between the principal and contractor.

### About You

We are a company that is fast growing and has a great team culture. We're looking for people who share and live our values of respect, teamwork, positivity, excellence, innovation, and work life balance. To be successful in this role you will have a tertiary qualification in Civil Engineering or relevant industry experience with a minimum of 5 years' construction superintendency experience. You will also have:

- Considerable demonstrated ability in the superintendency of civil infrastructure works under contract between the principal and contractor.
- Considerable knowledge of contracts, construction techniques and processes associated with road, bulk earthworks, services, drainage, etc.
- Considerable ability in the development and review of accurate and robust Estimates of Quantity and Costs for civil infrastructure works.
- Reasonable knowledge and practical application of finance programmes and tracking of finances within project work.



## The Benefits

At SHEPHERD, we strive to create a safe, respectful and inclusive workplace for all our employees, customers and partners.

We offer an attractive remuneration package, including allowances and super. This is a hybrid role with some work from home with the expectation of travel to project sites at least 1 week/month.

## Apply Here

All applications must be submitted through [SEEK](#) and following the prompts.

Applications close 5:00pm Monday 4 December 2023. Only shortlisted candidates will be contacted.

Full Position Description available on our website [Join Us](#).

## Position Description

<b>Position Title:</b>	Superintendents Representative – Civil & Disaster Recovery
<b>Section:</b>	Civil Operations
<b>Reporting To:</b>	Manager - Contracts
<b>Basis of Employment:</b>	Full Time – Fixed Term

### Role Overview

The Superintendents Representative ensures that contemporary and fit for purpose contract documents and management practices are used to facilitate effective project outcomes for SHEPHERD clients.

### Role Outcomes

- SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective delivery solutions to our clients.
- Engineering oversight is provided to all areas of Civil and Disaster Recovery projects.
- Legal risk exposure is managed using a combination of in-house expertise, training, communication and external support when required.

### Key Accountabilities

- Development and administration of tender/contracts/specifications for the delivery of civil projects in support of Clients DRFA programs.
- Work within the SHEPHERD team to provide quality project outcomes in accordance with contract requirements.
- Provide ongoing liaison between SHEPHERD and the client and other relevant key stakeholders.
- Work in accordance with (and ensure compliance of clients and contractors on site) the relevant Safe Work Method Statement/s, Environmental Management Plan, Cultural Heritage Management Plan and Quality Management Plan and any other relevant guidelines/policies and legislation.

### Behavioural Competencies

- Actively demonstrates SHEPHERD's Values in all work and interactions.
- Acts as a skilful negotiator, using compelling arguments and evidence to persuade stakeholders toward mutually beneficial outcomes.
- Scans the environment, draws on information and alternative viewpoints, asks questions and monitors information channels to understand emerging issues that are important to the sector, organisation and community.
- Responds flexibly to changing legislative, business and client expectations, systematically introducing required changes.
- Maintains an optimistic outlook and encourages the same in others, focusing on organisational





strategy and objectives through periods of uncertainty.

- Role models courage in making decisions and provides frank and fearless advice even in ambiguous situations, in the absence of complete information.
- Ensures the right delegative structures exist to empower decision making at the appropriate level.
- Builds awareness of decision making biases and encourages others to proactively seek advice to protect the organisation and community's long-term interests.
- Drives ownership and empowers others to lead and report on their area of responsibility with complete transparency of outcomes.
- Fosters a workplace culture where all individuals share a personal responsibility for promoting the physical and psychological health and safety of others.
- Visibly sponsors initiatives that build awareness and motivate the workforce to improve safety and inclusive practice.

### Essential Knowledge/Skills/Qualifications/Experience

- Tertiary qualifications in civil engineering.
- Chartered Professional//Registered Professional Engineer or ability obtain within 2 years.
- A minimum 5 years' experience in a construction superintendency role or similar.
- Considerable demonstrated ability in the superintendency of civil infrastructure works under contract between the principal and contractor.
- Considerable knowledge of contracts, construction techniques and processes associated with road, bulk earthworks, services, drainage, etc.
- Considerable ability in the development and review of accurate and robust Estimates of Quantity and Costs for civil infrastructure works.
- Experience working across multiple sites and managing a diverse and dispersed workforce.
- Demonstrated ability to manage stakeholders, competing priorities and deadlines across multiple projects.
- Demonstrated working knowledge of Quality Management Systems (QMS).
- Well-developed interpersonal skills and the ability to maintain positive relationships with internal and external stakeholders, resolve issues and negotiate matters on behalf of the work area.
- Construction Industry Induction Certificate (White Card).
- Valid C Class driver's licence.

