



# Candidate Prospectus

Contract Administrator



[shepherdservices.com.au](http://shepherdservices.com.au)

*Leaders in Regional Roads Management  
and Disaster Recovery Systems*



# SHEPHERD Overview

- SHEPHERD has a proud history of assisting Local Government with specialist asset management, GIS and civil engineering services, and has established a trusted reputation for delivering innovative, practical, and technically excellent outcomes.
- SHEPHERD first established itself as experts in road management assisting regional and remote councils with specialist asset management and GIS services. In response to their clients' need for an accurate, portable and affordable electronic road survey tool to better inform road maintenance programs, the team developed RACAS® – SHEPHERD's own Road Asset Condition Assessment System.
- The business diversified into civil project management, specialising in disaster recovery and flood restoration projects, in 2016 and now offers a fully integrated service including project and contract management, GIS and systems support, and asset accounting support.
- From these strong foundations the business has continued to grow, and today SHEPHERD remains a leader in road asset management and an emerging leader in disaster recovery systems.
- Their suite of integrated services builds on an ability to provide a powerful and accurate database, streamlined and automated processes and expert advice from which their clients can make informed business decisions.
- However, technical excellence, innovation, and value of money outcomes that work for their clients and improve local communities, remain the cornerstones of the SHEPHERD approach.
- For further information please visit [www.shepherdservices.com.au](http://www.shepherdservices.com.au)



# SHEPHERD Values

At SHEPHERD we take great care in how we do business and the lasting impression we make on those we service. Our values are at the heart of our identity and describe how our people behave and interact with colleagues and clients.

## Respect

We are kind to others and ourselves. We act with integrity and honesty, treating others with respect and polite manners.

## Teamwork

We offer our help first, we have each other's back, and together we achieve more. We are open and honest, listen actively and stick to the agreed plan in order to reach our goals.

## Positive Attitude

We challenge negatively and accept challenges head-on with our can-do attitude and solution focused thinking.

## Excellence

We take pride in honing our technical expertise and the continuous improvement of our proven systems to deliver exceptional outcomes to our clients. By achieving excellence in our work, we make a positive influence on our industry.

## Practical Innovation

We are open to new challenges and use our experience and creative thinking to solve complex issues with practical solutions that work.

## Productive Work Life Balance

Our flexible work environment promotes productivity and a family-first approach that balances high performance with a quality home life. We work to our full capacity and share the load to ensure the entire team achieves a healthy work life balance.



# What Drives and Inspires SHEPHERD

What we do best at SHEPHERD is deliver innovative Asset Management and Disaster Recovery solutions for better roads.

We are inspired to make a difference to regional and remote communities by sharing our ability to solve complex issues with practical advice and innovative systems.

We are motivated by working with clients who seek us out for our excellent people, our practical expertise, our solutions oriented 'Here to Help' approach, and our proven results.



We believe in our people and are driven to be Australia's recognised leader in Regional Roads Management and Disaster Recovery Systems by 2026.



# The SHEPHERD Competitive Edge

## **We Never Stop Innovating**

The unique challenges faced by our clients, particularly those in regional areas, and our desire to use the latest technology and advances in Ai to solve complex issues practically, ensure that we never stop innovating.

## **We Deliver Quality Data**

We believe that quality data drives better business decisions, and we define quality data as being relevant, accurate and of the highest level of information integrity. Our specialist tools are designed to provide quality data that informs the entire business.

## **We Link Asset Accounting with Engineering**

We see the bigger picture – that financially strong councils deliver better outcomes for local communities. As engineers and accountants who specialise in asset management, we have unique skill set and ability to align financial accountability with practical service delivery outcomes.

## **We are Ready to Mobilise**

We reduce the stress and risk to clients when they need it the most – ready to mobilise in response to disaster events or project deadlines. Our multi-disciplinary civil and disaster recovery team has the diverse experience to deliver.

## **We Go Beyond Compliance**

At SHEPHERD we understand Local Government because we are from Local Government. Our team, from partners to technical officers, have their roots in the industry, crafted their skills there and formed their passion for creating better communities there. We go beyond compliance to deliver practical solutions to make a difference.

## **We Build Internal Capacity**

We enjoy working with regional and remote councils and are willing to build their internal capability by sharing our asset accounting, engineering and GIS expertise, systems and tools. The opportunity to build internal capacity is also why we prefer to build longer-term relationships with our clients.

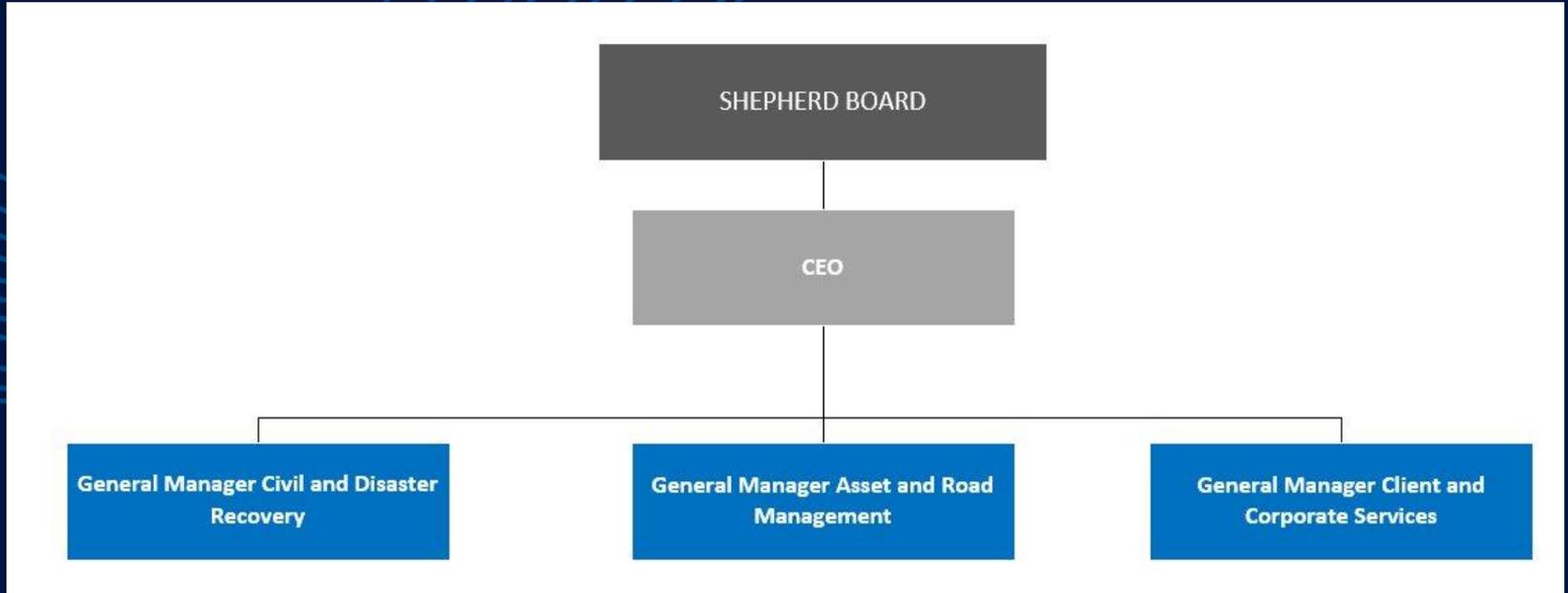
## **We Are Industry Leaders**

We actively use our industry connections and reputation for excellence to collaborate with our clients and peers on leading edge projects that promote exciting new methodologies and challenge the best practice benchmark.

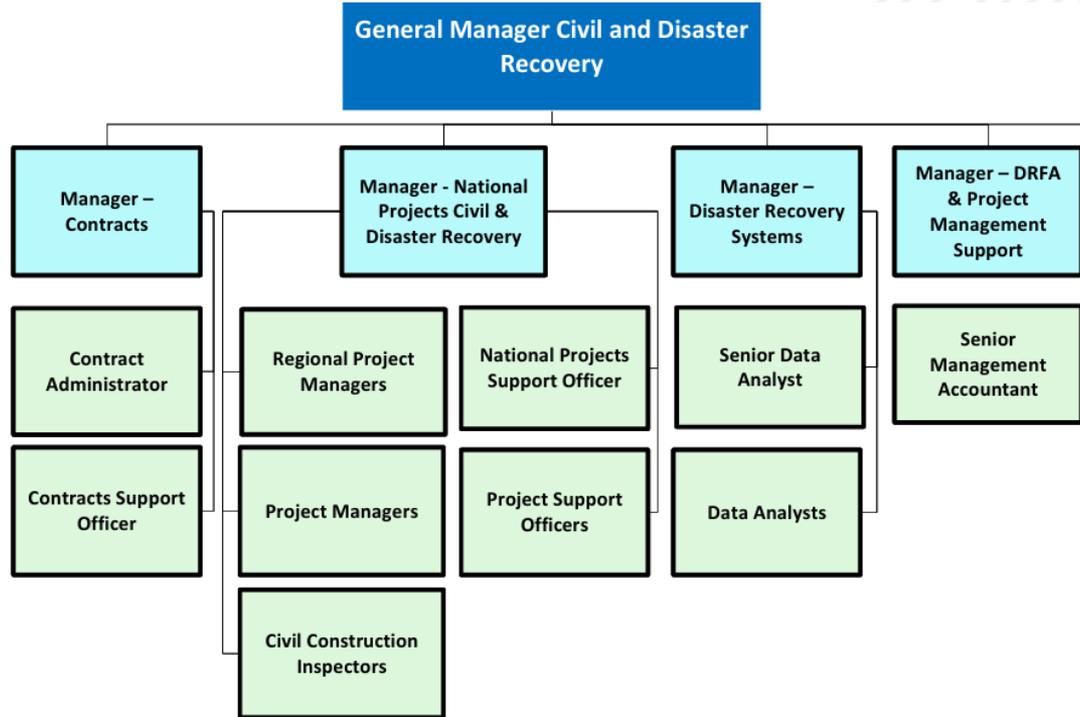




# Organisation Structure



# Civil and Disaster Recovery Structure



# Contract Administrator

Reports to: Manager – Contracts

Employment Status: Fixed Term Full Time

## Overview

*The Contract Administrator is responsible for the planning, administration, and performance oversight of project contracts within SHEPHERD's Civil & Disaster Recovery division. This role ensures all contracting activities align with organisational goals, promote legal and regulatory compliance, and support the delivery of cost-effective, timely, and high-quality outcomes for clients.*

# Role Outcomes and Key Accountabilities

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## Role Outcomes

- Civil & Disaster Recovery projects are delivered through structured contract frameworks, ensuring client requirements, legislative obligations, and SHEPHERD's operational objectives are met.
- Robust and compliant procurement and contract management practices are embedded across all project stages.
- Contractual documentation and project specifications are contemporary, fit-for-purpose, and enable transparent project delivery.
- Stakeholder relationships are managed proactively and transparently, with ongoing communication to resolve issues and drive results and to reduce risk and maximise efficiency.
- SHEPHERD is recognised for its leadership and innovation in contract-based project delivery and management.



# Role Outcomes and Key Accountabilities

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## Key Accountabilities

- Develop and administer contemporary contract and tender documentation for the delivery of complex civil and disaster recovery projects.
- Support project teams to ensure contract deliverables are understood, tracked, and fulfilled.
- Oversee contract compliance and performance monitoring, ensuring deliverables, timelines, and financial targets are met.
- Identify contract risks and coordinate mitigation plans with internal stakeholders and external parties.
- Collaborate with procurement teams to ensure best-value and legally compliant contractor engagements.
- Implement structured change control processes and manage contract variations effectively.
- Contribute to the development and enhancement of contract management tools, templates, and governance procedures.
- Support audits, reviews, and continuous improvement initiatives to enhance contract performance and accountability.
- Provide coaching and support to project delivery staff to embed contract awareness and responsibility across teams.
- Ensure adherence to all legal, safety, environmental, and cultural heritage obligations applicable to project contracts.
- Develop and present contract-related reports, performance dashboards, and issue logs to SHEPHERD and clients.



# Behavioural Competencies

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- Actively demonstrates SHEPHERD's Values in all interactions and decision-making.
- Communicates effectively and negotiates constructively with internal and external stakeholders.
- Navigates legislative, environmental, and project changes with flexibility and foresight.
- Make informed decisions in complex and high-pressure environments, supported by data and professional judgment.
- Maintains a positive outlook and promotes team resilience through change and ambiguity.
- Support and empower colleagues to take ownership and accountability for contract outcomes.
- Ensures safety, inclusiveness, and psychological wellbeing are prioritised within contract delivery contexts.
- Fosters a transparent, compliant, and ethical contract management culture.
- Actively contributes to contract and project delivery innovation and efficiency.



# Knowledge/Skills/Qualifications etc.

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## Essential

- Tertiary qualifications in Civil Engineering, Construction Management, Contract Law, Project Management or related discipline.
- Minimum 5 years' experience in contract/project management in civil infrastructure or disaster recovery sectors.
- Strong understanding of contract lifecycle management and associated systems.
- Strong working knowledge of relevant legislation, compliance obligations, and risk management frameworks.
- Demonstrated experience in developing and reviewing project cost estimates and specifications.
- Strong stakeholder management skills across diverse and dispersed project teams including high-level analytical, communication, and negotiation skills.
- High-level written and verbal communication skills, including report writing and contract documentation.
- Familiarity with DRFA program delivery, procurement processes, and infrastructure governance.
- Proficiency in MS Office and project management software.
- Current Construction Industry Induction Certificate (White Card).
- Valid C Class driver's licence.
- First Aid & CPR Certificate



# Knowledge/Skills/Qualifications etc.

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## Desirable

- Chartered or Registered Professional Engineer (or ability to obtain within 2 years).
- Experience with DRFA (Disaster Recovery Funding Arrangements) program delivery.
- Working knowledge of quality and risk management systems.



# Why this Role?

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- Reporting to the Manager – Contracts, you will be able to make the role your own.
- This could be the lifestyle change you have been seeking where you can work from home, with regular travel and overnight stays required. Whilst it would be ideal if you live on or near the Sunshine Coast, this is not a pre-requisite and provided you are located near a major airport you can live anywhere on the East Coast. Unlike other organisations, you will also be paid door to door when working away from home and not simply just when you are 'on the job'.
- You will be supported by a GM and Manager who are genuinely interested in your overall motivation and attitude and in how they can help you to succeed.
- The appeal of the role is being able to make a difference in a variety of Councils and to be able to have some genuine work/life balance. Culture is everything and the company puts family first and foremost so be reassured that this isn't just talk – it is supported from the top down.
- Personal circumstances that allow for regular travel will be necessary.
- The team will work with you for flexible working hours, so you choose where you work best, subject to meeting business needs and requirements.
- You could have some work benefits most only dream of as you won't have the daily commute each day to an office.

# Additional Information

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- Total FTE working at SHEPHERD number 70 (49 full time, 15 part time, 6 casual)
- You will be providing engineering oversight to all areas of Civil and Disaster Recovery projects, along with ensuring 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.
- You will have the ability to travel to various project sites, along with strong communication and interpersonal skills to connect with our clients, providing sound advice and recommendations on innovative solutions.
- This is an organisation where staff are positive and proactive and importantly, one where the Directors are hands on and focused on the well being of staff, clients and the broader team vs just the \$'s. People actually want to come to work, they are invested in what they do and subsequently enjoy their roles and the contributions they make. Whilst this may be almost unheard of in most workplaces today, it is a genuine reality at SHEPHERD.
- If you enjoy working in local government then this position will give you similar scope without all the 'red tape'.
- This is an opportunity to be a part of a progressive and contemporary organisation.



# Remuneration and Benefits

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- The cash component will be \$65.00 per hour + Super (note this is a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance of \$62.00 / month (paid fortnightly).
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location
- Provision of IT equipment for work purposes.
- 4 weeks annual leave and 10 days personal leave.
- Uniforms will be provided in accordance with company policy.



# Recruitment Process

## Assessing Applications

SHEPHERD will review applications as they are submitted and will determine a shortlist of suitable candidates. Only shortlisted candidates will be contacted, and interviews will be arranged with the Company's panel. SHEPHERD reserves the right to close the position earlier than advertised.

## Privacy information

Privacy Information: SHEPHERD SERVICES 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 that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Company Officers, including Human Resources, interview panels and hiring managers.



# Recruitment Background Checking Requirements

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**Our next steps following the interview process:**

## **1. Reference Checks**

SHEPHERD requires at least two reference checks to be completed. The candidate will be required to provide the contact details for two recent employment referees, with at least one being someone that they directly reported to in their position.

## **2. Qualification and Registration Verifications**

SHEPHERD will undertake qualification verifications for any qualifications that have been stated in the candidate's application. Contact is made directly with the relevant organisations to verify qualifications. This can also include a check on the status of a driver's licence.

## **4. National Police Check**

The candidate must provide a current national police check (dated within the previous three months).

## **5. Pre-Employment Medical**

The candidate will be required to complete a pre-employment medical assessment, which includes drug and alcohol screening.

## **6. Psychometric or DiSC Assessment**

The candidate may be required to undertake a Psychometric or DiSC assessment, dependent on role.



# Contact

Reach out for more information:

Email: [recruitment@shepherdservices.com.au](mailto:recruitment@shepherdservices.com.au)

Phone: 07 4911 2716



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