

**Contract Administration Services (CAS)
SUE03 – Technical Brief – Surveillance Engineer Level 3
Qualifications and Experience**

To be considered for the Contract Administration Services (CAS) prequalification levels, applicants must satisfy the mandatory qualification, prerequisite level and mandatory experience requirements.

Academic / Professional Qualifications – Mandatory

- A degree in Civil Engineering or an equivalent Civil Engineering qualification, which is acceptable by the Institution of Engineers Australia as a full Member (MIEAust), and
- Registration as a Registered Professional Engineer of Queensland (RPEQ).

Prerequisite level

- A minimum of 5 years of SUE02 Surveillance Engineer experience on complex road infrastructure construction projects or a minimum of 13 years of experience in surveillance, verification and contract management of road infrastructure construction projects including complex infrastructure construction.

Academic / Professional qualifications – desirable

- Nil.

Roles and responsibilities

Role:

Manage the delivery of key components of the road infrastructure program and provide specialist technical expertise and advice to infrastructure projects and to other professional and technical staff to ensure successful delivery of the program within time, quality, cost and stakeholder expectations.

There are two Surveillance Engineer related roles to select from (defined by different levels of experience). The scope, value and complexity of the infrastructure contract must be considered when selecting a Surveillance Engineer. Low value / low risk projects could consider the use of a SECO2 in place of a surveillance Engineer however care should be taken to ensure CAV (Contract Administration / Verification) teams are not comprised entirely of entry level positions. The below table provides some guidance on the selection of a Surveillance Engineer.

Level	Class of Work Description
SEC02	• Low value (under \$20M) TIC-CO or MIC contracts
SUE02	• Medium value TIC-CO (\$20M to \$50M)
SUE03	• High value TIC-CO or design and construct contracts (> \$50M)

Responsibilities:

- Prepare and implement a Surveillance and Audit Plan; approve the release Hold and Witness Points, review Non-Conformance Reports, and approve proposed corrective actions.
- Arrange and undertake audits of safety, environment, cultural heritage management.

- Provide reports on the progress of works and actual and forecast expenditure.
- Manage the day to day activities of the surveillance team.
- Undertake surveillance and verification of the works to ensure compliance with the requirements of the contract.
- Mentor and develop graduate engineers and develop their skills and understanding in good construction practices and techniques.
- Keep appropriate records and contribute to good project governance.
- Build strong relationships with Transport and Main Road's Engineering and Technology Division technical specialists and assist them in improving and enhancing technical standards and specifications.
- Evaluate the effectiveness and efficiency of the program of works you will be responsible for and determine changes to processes with a view to obtaining continuous improvements in efficiency, productivity and setting strategies.
- Ensure performance management systems are in place and effective in supporting the delivery of the program of works and individual projects within the project.
- Monitor management scoring (lot management) and ongoing implementation.
- Facilitate mutually agreeable outcomes to construction issues through the use of highly developed relationship management skills.
- Provide advice and guidance on contractual issues and contract performance.
- Ensure the application of all relevant Transport and Main Roads' standards, policies, processes, guidelines and legislative requirements necessary to support responsible decisions and ensure quality of outcomes.

Experience – Mandatory

- A minimum of 13 years of experience in surveillance, verification and contract management of road infrastructure construction projects including complex infrastructure construction.
- A minimum of substantial 14 years of post-graduate experience in any combination of surveillance, verification, contract management, construction, maintenance or design of road infrastructure projects.
- Extensive experience in applying project principles and methodology to manage projects and achieve program outcomes, and
- Demonstrated expertise in managing and supervising infrastructure projects to Transport and Main Road's policies, standards, and specifications.

Experience – Desirable

- Demonstrated experience in the administration of:
 - AS 2124 style of contracts such as:
 - Transport Infrastructure Contracts - Construct Only (TIC-CO), and
 - Transport Infrastructure Contracts – Sole Invitee (TIC-SI),

- AS 4300 style of contracts such as:
 - Transport Infrastructure Contracts – Design and Construct (D&C)
 - Relational contracts
 - Collaborative Project Agreements (CPA), or
 - Alliance.

Information Required

- Your CV as a minimum, should provide details of skills, experience and key achievements from your last three projects that pertain to **this** engagement.

