

Contract Administration Services (CAS) SCA03 – Technical Brief – Special Claims Assessor / Claims Advisor 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 accepted by Institution of Engineers Australia (Engineers only), or
- A degree in Quantity Survey, Cost Engineering or an equivalent qualification, which is accepted by Australian Cost Engineering Society (ACES), and
- Registration as a Registered Professional Engineer of Queensland (RPEQ) (Engineers only).

Prerequisite level

- Nil.

Academic / Professional qualifications – desirable

- Professional Certificate in Arbitration (www.iama.org.au)
- Practitioner's Certificate in Mediation (www.iama.org.au)
- Graded Arbitrator (www.iama.org.au)
- Member of Chartered Institute of Arbitrators (www.ciarb.net.au)
- Panellist of Australian Centre for International Commercial Arbitration (ACICA) Panel of Mediators or ACICA Panel of Arbitrators (www.acica.org.au)
- A degree in Law with postgraduate qualifications in construction law.

Roles and responsibilities

Role:

The Specialist Claims Assessor or Claims Advisor is responsible for detailed assessment / forensic analysis of the disputes to assist the Principal or Dispute Resolution Advisor.

Responsibilities:

- Provide independent expert assessment of contractual claims for road infrastructure projects.
- Provide advice to the Principal or the Principal and Contractor on findings.
- Prepare written advice in the form of a report documenting the findings of analyses and assessments. These reports must be finalised and delivered promptly to suit decision-making timeframes such that Contractor's delays do not arise.
- Forensic analysis of the contractor's construction schedule(s) to validate the contractors claim in the event of the contractor requesting an extension of time.



- Forensic analysis of the contractor's cost estimation to validate the cost component of the contractor's claim.
- Attend dispute meetings with the Principal and the Contractor(s).
- Provide commercial and contractual advice through the identification of issues and the provision of independent professional advice to assist in their evaluation to provide cost effective and timely resolution of any disputes raised.

Experience – Mandatory

- A minimum of 10 years of experience in contract administration on road infrastructure projects in the role of Contract Administrator, Contract Administrator's Representative or equivalent.
- Extensive experience in assessing a wide range of complex multi-faceted claims involving time and cost components where entitlement and quantum are not straight forward. Claim/issue types include significant scope changes post award, latent conditions, design errors and omissions, ambiguities.
- Substantial technical knowledge of various contract types used in the delivery of road infrastructure projects including those based on AS 2124.
- Demonstrated experience in the construction of road infrastructure projects and sound knowledge of the relevant construction techniques and practices.
- Experience, knowledge and understanding of commercial estimating and scheduling relevant to road infrastructure projects and ability to engage and brief specialist sub-consultants to provide program and cost analyses.
- Demonstrated expertise in managing and supervising projects to Department of Transport and Main Roads policies, standards and specifications.
- Substantial level of skill in working autonomously, setting goals and identifying outcomes, while being part of a team.
- Substantial level of skill in oral communication and in writing clear and concise technical reports.
- Substantial knowledge of the legal and regulatory environment applying to road infrastructure projects.

Experience – Desirable

- Attorney representing parties in litigating or arbitrating public works heavy highway construction contract claims.
- Judge or arbitrator adjudicating or otherwise resolving public works heavy highway construction contract claims.
- Mediation, relationship management and/or dispute resolution experience and skills.

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.
- Examples and particulars of three complex claims that you have assessed.

