

**POWER ENGINEERING COMPETENCY FRAMEWORK FOR POWER ENGINEERING PROFESSIONALS IN PUBLIC SERVICE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Project and Contract Management					
<b>TSC Title</b>	Contract and Contractor Management					
<b>TSC Description</b>	Manage contract creation, execution and analysis, as well as contractors to ensure control of work and compliance with the organisation's policies, standards and performance requirements					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<Insert TSC Code>	<Insert TSC Code>	<Insert TSC Code>	<Insert TSC Code>	
		Oversee contractor work and monitor their performance against contract terms	Draft technical contract terms, and review compliance of contractors with contract terms and performance standards	Develop and manage technical contract terms, and manage contractor work activities to ensure control of work and compliance	Approve technical contract terms in line with organisation goals and requirements, and foster contractor relationships	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Methods of contractor coordination</li> <li>• Types of management systems</li> <li>• Principles of Workplace Safety and Health (WSH), Environmental Management System (EMS) and Quality Management System (QMS)</li> <li>• Induction process for contractors</li> <li>• Contract drafting principles</li> <li>• Contractor requirements</li> <li>• Agency policies, and standards and performance requirements</li> <li>• Relevant regulations, industry standards, codes of practice and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor management policies and procedures</li> <li>• Methods of measuring contractor performance</li> <li>• Methods of ensuring contractors follow and comply with Workplace Safety and Health (WSH) and Environmental Management System (EMS) requirements when in process areas</li> <li>• Contract law and organisation's conditions of contracts</li> <li>• Protocols and components in contract drafting</li> <li>• Agency policies, and standards and performance requirements</li> <li>• Relevant regulations, industry standards, codes of practice and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Methods of measuring contractor performance</li> <li>• Methods of evaluating competence of contractor workers</li> <li>• Methods of reviewing contracts and change order requests</li> <li>• Conflict resolution methods</li> <li>• Methods of negotiation</li> <li>• Contractor auditing principles and practices</li> <li>• Methods of reviewing contractor conformance to scope of work obligations</li> <li>• Legal rights and responsibilities of both agency and contractor</li> <li>• Management of contract change</li> <li>• Agency policies, and standards and performance requirements</li> <li>• Relevant regulations, industry standards, codes of practice and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Types of contractor contracts</li> <li>• Performance and risk management principles</li> <li>• Methods of managing strategic relationships</li> <li>• Anti-bribery and corruption (ABAC) principles</li> <li>• Contractor risk management systems and tools</li> <li>• Types of service level agreements (SLAs)</li> <li>• Governance systems and practices</li> <li>• Contractor approval processes</li> <li>• Contract negotiation techniques</li> <li>• Agency policies, and standards and performance requirements</li> <li>• Relevant regulations, industry standards, codes of practice and safety procedures</li> </ul>	

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<p><b>Abilities</b></p>		<ul style="list-style-type: none"> <li>• Collate project requirements to aid in contract drafting</li> <li>• Coordinate contractor work activities</li> <li>• Build effective working relationships with contractors</li> <li>• Oversee and inspect the work of contractors</li> <li>• Ensure that contractors conform to the agency's standards and practices during execution of work and services</li> <li>• Support contractor inductions</li> <li>• Monitor contractor performance against contract terms</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare drafts of contracts and Service Level Agreements providing relevant and accurate information and clauses</li> <li>• Document changes and updates to contracts and agreements</li> <li>• Execute work procedures, and monitor and control contractor work activities</li> <li>• Review compliance of contractors with contract terms and performance standards Identify non-conformance notifications and performance warnings</li> <li>• Resolve minor contractual or performance issues on an operational level</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and manage technical contract terms and Service Level Agreements</li> <li>• Prescribe scope of work and performance standards</li> <li>• Assess the need for and justify changes or modifications to contracts and agreements</li> <li>• Review contractor work activities</li> <li>• Review work procedures and monitor the control of contractor activities</li> <li>• Review work records of contractor work activities and ensure that all records and notices are signed off</li> <li>• Issue non-conformance notifications and performance warnings</li> <li>• Conduct contractor workplace safety audits and performance audits</li> <li>• Sustain smooth interactions and relationships with contractors based on shared objectives</li> <li>• Manage contractor negotiation and conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and approve contractor contracts and scope of work documents</li> <li>• Establish contractor performance criteria and key performance indicators</li> <li>• Review and approve, where appropriate, variations to contracts</li> <li>• Lead contractor audits on contract performance</li> <li>• Continually review contractor risks</li> <li>• Build and maintain strategic relationships with contractors</li> <li>• Ensure contractors comply with all regulatory requirements, policies and procedures</li> </ul>	
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