

Position Description



Powering a
Bright Future

Contract Quality Assurance Coordinator

Contract Performance & Delivery

Contract Performance

Objectives

- Provide independent, risk-based assurance over contracted works and services, confirming delivery meets contractual, technical, quality, safety, environmental and record requirements.
- Support development and implementation QA/QC framework, assurance plan and consistent inspection and audit methods across Contract Performance & Delivery
- Identify defects and control weaknesses early, manage non-conformances and contractor actions to verified closure, and reduce repeat defects.
- Provide leaders and contract teams with clear, evidence-based reporting on contractor performance, control effectiveness, trends and improvement priorities.

Role Specific Accountabilities

- Support the development, implementation and maintenance of the Contract Performance & Delivery QA/QC Framework, assurance plan, audit tools, evidence requirements, reporting and escalation pathways.
- Plan assurance activity using contract risk, work type, emerging issues, new contractors, repeat defects and performance trends.
- Plan and conduct desktop reviews, field inspections, surveillance activities and process or system audits of contractor and internal delivery activities.
- Verify workmanship, materials, testing, construction records, as-built information and handover evidence against contract requirements, approved designs, technical standards, procedures, quality plans and inspection and test plans. Conduct independent assurance of Owner and Contractor processes, documentation, deliverables, and controls to confirm effectiveness and compliance with approved governance, quality, and risk management frameworks.
- Record findings consistently, retain traceable evidence, apply agreed severity criteria and distinguish improvement observations from non-conformances.
- Manage non-conformances and corrective actions through root-cause analysis, due-date tracking, evidence review, effectiveness checks and verified closure.
- Analyse findings, repeat defects, overdue actions and control failures to identify systemic issues and recommend practical improvements.

TasNetworks and **you.**

Role Specific Accountabilities

- Prepare concise assurance reports and dashboards covering completed activity, findings, contractor actions, closure performance, trends and emerging risk.
- Work with Contract Managers, Work Delivery Leaders, technical specialists, Safety, Environment, Procurement and contractors to agree proportionate corrective actions
- Coach teams and contractors, support change management and embed consistent QA/QC practices while maintaining independent professional judgement. Promote continuous improvement by capturing lessons learned and raising to relevant Contract Managers
- Experience with reviewing and assessing PRW, TFN, EWC, As-builts, pole replacement worksheets and pre commission checklist or any other relevant documents per construction standards.
- Any other duty or task as reasonably and lawfully directed by TasNetworks

To be successful in this role

- Relevant qualifications in quality, auditing, engineering, construction, safety, environment, governance or a related field, or equivalent demonstrated experience.
- Experience developing, implementing or improving a QA/QC, assurance, compliance, safety or governance framework in an operational or project delivery environment.
- Experience planning and conducting audits or inspections, gathering evidence, documenting defensible findings and reporting to operational and senior stakeholders.
- Experience working with contractors or delivery partners, including reviewing contractor systems and plans, influencing corrective action and verifying closure.
- Field experience in construction, maintenance, utilities, infrastructure, vegetation or a comparable environment, with willingness to regularly attend worksites.
- Knowledge of non-conformance management, root-cause analysis, corrective action, control effectiveness and continuous improvement.

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- Ability to interpret contracts, procedures, technical documents, drawings, specifications, inspection and test plans, and other delivery evidence. This role can draw on subject matter experts on highly specialised technical judgements.
- Ability to use risk and data to plan assurance activity, identify trends and present practical recommendations. Experience with common reporting and analytics tools (i.e. Power BI) is beneficial.
- Demonstrated change management capability, including engaging people early, explaining expectations, coaching teams and embedding consistent practices.
- Strong written communication, professional judgement and confidence to raise difficult findings while maintaining constructive working relationships.
- Ability to work independently, manage competing priorities, maintain confidentiality and travel to field locations across Tasmania.
- Ability to complete the inductions, training, fit-for-work requirements and site-access conditions relevant to the work being assured.

Compliance Requirements

- A satisfactory National Police Check to confirm eligibility for the role.
- A current driver's licence and ability to travel regularly to Tasmanian field locations.

Reports to:

Contract Performance Lead

Direct reports:

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Approved:

August 2026

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