

# Project Contract Manager



**ELECTRONIC  
SECURITY**

## Career level



## Job Description

A Project Contract Manager oversees projects from start to finish, ensuring the work is completed to the agreed time and budgets. They work on projects in many different sites, from commercial to government.

As the Project Contract Manager, you will be responsible for overseeing all contractual aspects of projects, ensuring compliance with legal requirements, and mitigating risks. Your primary role will be to review, negotiate, and manage contracts with clients, suppliers, and subcontractors.



## On the Job

The Project Contract Manager is responsible for overseeing and managing all contractual aspects of a project from initiation to completion. Among the day-to-day job responsibilities include:

- Develop and implement effective contract management strategies, ensuring compliance with legal and organisational requirements.
- Review and negotiate project contracts, including terms and conditions, scope of work, deliverables, and pricing.
- Collaborate with stakeholders, such as clients, vendors, and legal teams, to ensure clear communication and understanding of contract requirements.
- Monitor contract performance and ensure adherence to timelines, milestones, and quality standards.
- Identify and mitigate risks associated with contracts, including identifying potential conflicts, changes in scope, or budgetary issues.
- Manage contract amendments, extensions, and terminations, ensuring proper documentation and adherence to contract terms.
- Provide guidance and support to project teams regarding contract-related matters.
- Maintain accurate contract records and documentation for future reference and audit purposes.
- Stay updated on industry trends and best practices related to contract management to continuously improve processes and outcomes.

## Salary & Benefits

Your starting salary can vary because of factors like level of experience, training, or location. Your salary as a Project Contract Manager may increase over time as you build skills, knowledge and experience.

**Weekly Pay:** \$2,400 – \$2,800

**Annual Pay:** \$125,000 – \$145,000

**Hours per week:** 38

**Hourly Pay:** \$63.00 – \$73.00



## Entry Qualifications & Training

Being part of the security industry requires an individual to undertake his/her responsibility with a high degree of professionalism.

The requirements to become a Project Manager include:

- Complete a diploma in contract management
- Have prior on the job experience as a contract management professional



## Career Progression

With time and experience as a Project Contract Manager you can progress to a Project Manager, Contracts Management, procurement Management, Operations Management or Consulting.



## Experience & Skills Required

Among the useful skills to highlight to your employer when applying for a Project Contract Manager role include:

- Strong understanding of security project management methodologies and frameworks.
- Proficiency in developing and implementing security project plans, including scope, timelines, and resource allocation.
- Ability to assess security risks and develop effective strategies to address them.
- Excellent communication skills to effectively collaborate with cross-functional teams, stakeholders, and clients.
- Strong leadership and team management abilities to guide and motivate project teams.
- Proficient in evaluating and selecting security technologies, tools, and solutions to meet project requirements.
- Ability to analyse and interpret security policies, regulations, and compliance standards to ensure project adherence.
- Proficiency in budget management and cost control to ensure projects are delivered within allocated resources.
- Strong problem-solving and decision-making skills to address complex security challenges.
- Knowledge of project management software and tools to streamline project planning, tracking, and reporting.
- Continual learning and staying updated with the latest advancements and trends in the security industry.

## Getting Started

Project Contract Manager jobs are advertised under different job titles and can be found on online jobs or directly by employers. When looking on job boards, look for the following types of job:

**Commercial Manager**  
**Contracts Manager**

## Useful Organisations and Links

- **ASIAL**  
[asial.com.au](http://asial.com.au)
- **Security Licensing Information**  
[asial.com.au/security\\_licensing\\_information](http://asial.com.au/security_licensing_information)
- **Security Training Requirements**  
[training.gov.au/Training/Details/PPP](http://training.gov.au/Training/Details/PPP)
- **ASIAL Contact Information**  
1300 127 425  
[contactus@asial.com.au](mailto:contactus@asial.com.au)



### Contact ASIAL

Security Industry House,  
41 Hume Street, Crows Nest NSW 2065  
1300 127 425  
[security@asial.com.au](mailto:security@asial.com.au)  
[www.asial.com.au](http://www.asial.com.au)

**Supporting members, promoting standards and safeguarding public interests.**



Find out more: [www.asial.com.au/careers](http://www.asial.com.au/careers)