

Position Description

Role title	Contract Manager	Last reviewed	1/08/2024
Division	Property and Major Projects	Team	Industrial and Defence
Reports to	Principal Project Manager	Classification	AS07
Direct reports	Nil		

Role Purpose

Provide a range of quality, timely and client-focused administrative and business support services that contribute to the efficient operation of the Industrial and Defence division at Renewal SA. Ensure client-side financial and cost control is management effectively in regards to project based contracts and financial reporting.

Key Accountabilities

- Administrate specific contracts, including ensuring that all contractual notices are up to date and clearly communicated to stakeholders.
- Ensure compliance with contractual obligations throughout project lifecycle.
- Develop and monitor project budgets in conjunction with internal and external stakeholders.
- Develop and maintain project schedules, coordinating with project teams to implement corrective actions if off track.
- Implement and maintain quality control measures to ensure projects meet contractual requirements.
- Develop and maintain comprehensive risk mitigation strategies and monitor project activities to ensure compliance with safety regulations and standards.
- Evaluate and assess change orders and variations to contract scope, cost and schedule.
- Liaise with the Project Manager to ensure contractual requirements are being maintained.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.

Vendors/Suppliers/
Consultants

Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Managing stakeholder engagement while addressing diverse interests and expectations.
- Identifying and mitigating significant project risks and devising innovative solutions to highly complex issues, within the constraints of government policies and objectives.
- Prioritising tasks and activities effectively and managing deliverables within tight timeframes amidst competing project demands and deadlines.

Qualifications and Technical Requirements

- Tertiary qualification in a relevant discipline
- Working with Children Check
- Driver's License.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Build relationships	Accomplished	<ul style="list-style-type: none"> • Consider the objectives, backgrounds and context of others when listening and empathising with others. • Identify the key objectives of others and find ways to meet those with mutually beneficial outcomes. • Manage collaboration across our teams to find agreement on our solutions

Strategy and Growth	Understand government priorities and context	Intermediate	<ul style="list-style-type: none"> Actively stay up to date on the policies and legislative requirements and their application to your role. Be aware of SA government requirements for governance and apply knowledge in developing or managing forums. Understand the roles and authorities across Renewal SA to efficiently direct decisions and escalations.
Innovation and Agility	Be flexible	Accomplished	<ul style="list-style-type: none"> Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders. Develop changes to processes and systems to meet changing needs and ways of working. Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.
Solutions Focused	Solve problems	Intermediate	<ul style="list-style-type: none"> Analyse information and consult with others to develop recommendations based on relevant evidence. Identify key evaluation criteria needed to make a decision and review the criteria available. Apply a logical process to consider the analysis and evaluation and broader context to determine a conclusion. Involve senior team members or leaders where decisions are controversial or are expected to have high levels of impact.
Solutions Focused	Apply business and commercial acumen	Intermediate	<ul style="list-style-type: none"> Evaluate the costs involved and financial impacts of decisions and courses of action. Build relationships with key roles and decisions makers for the support services across Renewal SA. Utilise experience and knowledge of business and corporate operations to improve efficiency and effectiveness. Follow Renewal SA contracting policies through negotiation and contract management.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	

Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.