

# Position Description

Renewal SA

Government of  
South Australia

|                       |                                                 |                       |                                       |
|-----------------------|-------------------------------------------------|-----------------------|---------------------------------------|
| <b>Role title</b>     | Contract Manager                                | <b>Last reviewed</b>  | 1/11/2024                             |
| <b>Division</b>       | Commercial and Business Services                | <b>Team</b>           | Finance Control and Business Services |
| <b>Reports to</b>     | Director, Finance Control and Business Services | <b>Classification</b> | ASO7                                  |
| <b>Direct reports</b> | Nil                                             |                       |                                       |

## Role Purpose

Provide expert contract advice leveraging expertise in commercial procurement contracting, commercial management and contract administration, to ensure the financial success of projects.

## Key Accountabilities

- ▼ Provide expert contractual advice as required to all business units.
- ▼ Provide advice on appropriate contract templates and preparation of contracts in a procurement setting.
- ▼ Review contract related requests, from both internal stakeholders and external suppliers, prior to CSO review to ensure similar commercial clarifications are not reviewed across multiple tenders and procurements.
- ▼ Work closely with the internal CSO resource to develop a library of commercially acceptable contracting qualifications to inform procurement and tender evaluations.
- ▼ Advise on contract specifications and contract schedules to be used in tender submissions.
- ▼ Provide oversight of contract template reviews to ensure legal and regulatory compliance.
- ▼ Provide advice as required in relation to any Renewal SA complex agreement (Development Agreement etc) with internal project teams.
- ▼ Oversee the provision of contract administrative reviews and audits of all contract registers including:
  - Renewal SA Procurement Contract Register; and
  - Renewal SA Asset Management Lease Register; and
  - Renewal SA Asset Management License and Permit Register; and
  - Renewal SA Bank Guarantee and Insurance Registers.
- ▼ Provide an independent view, test alternative options, and partner with project teams to gather information and bridge the gap between procurement and operational teams to ensure commercial knowledge sharing and effective collaboration.
- ▼ Work closely with the procurement, CSO, project teams and the wider business to provide commercial advice and consulting support across the organisation.
- ▼ Facilitate high levels of engagement and a purpose driven culture within teams.
- ▼ Other duties as required.

## Key Relationships

| Internal  |                                                                                                                                       |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------|
| Who       | Why                                                                                                                                   |
| Executive | Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives |

|                               |                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| Direct Reports                | Support, guide and manage performance.                                                                                                                           |
| CSO                           | Liaise with internal CSO to progress commercial reviews of tender evaluations.                                                                                   |
| Internal Stakeholders         | Respond to queries, exchange information, and work collaboratively to resolve issues.                                                                            |
| <b>External</b>               |                                                                                                                                                                  |
| <b>Who</b>                    | <b>Why</b>                                                                                                                                                       |
| Other Government Agencies     | Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.            |
| 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

- ▼ Prioritising tasks and ensuring all commercial requests or reviews are progressing smoothly given multiple projects are running simultaneously and workflow can be unpredictable.
- ▼ Identifying which commercial priorities should be prioritised during busy times and dealing with the pressure of meeting multiple tight deadlines.

## Qualifications and Technical Requirements

- ▼ Tertiary qualifications in law, procurement or a relevant discipline are desirable.

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Culture and Collaboration</b> | Communicate effectively | Accomplished | <ul style="list-style-type: none"> <li>➤ Simplify and communicate complex and technical information into understandable and approachable messages.</li> <li>➤ Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations.</li> <li>➤ Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit.</li> <li>➤ Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.</li> </ul>                                        |
| <b>Strategy and Growth</b>       | Make an impact          | Accomplished | <ul style="list-style-type: none"> <li>➤ Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems.</li> <li>➤ Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems.</li> <li>➤ Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost.</li> <li>➤ Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.</li> </ul> |
| <b>Innovation and Agility</b>    | Welcome curiosity       | Accomplished | <ul style="list-style-type: none"> <li>➤ Challenge others on their understanding of the purpose of their actions and the rationale of doing things a certain way.</li> <li>➤ Help promote a culture where all questions are encouraged and meet with enthusiastic response.</li> <li>➤ Leverage publications, data, thought leadership and other reputable information to create points of comparison and insights.</li> <li>➤ Create opportunities for others to question and provide feedback on Renewal SA's ways of working.</li> </ul>                                        |
| <b>Solutions Focused</b>         | Solve problems          | Accomplished | <ul style="list-style-type: none"> <li>➤ Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                             |                    |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|--------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |                    |              | <ul style="list-style-type: none"> <li>Apply structured evaluation processes with weighting across a number of criteria to inform decisions.</li> <li>Integrate Renewal SA’s social, economic and organisational objectives and considerations in deciding an outcome.</li> <li>Identify and manage issues collaboratively with others where the scope is outside of Renewal SA’s control.</li> </ul>                                                                                                                                                                                                                                                                                                           |
| <b>Technical Capability</b> | Project Enablement | Accomplished | <ul style="list-style-type: none"> <li>Lead strategic and operational activities and processes necessary to facilitate the entire project lifecycle, whilst guiding and coaching project teams.</li> <li>Provides subject matter expertise to lead the enablement of technical decision-making outcomes across the project lifecycle.</li> <li>Leads risk management strategy and monitoring dependencies, whilst providing guidance and support to project teams in effectively resolving or escalating risks.</li> <li>Align systems and processes to encourage and support improved technical decision making across the project lifecycle and in the achievement of successful project outcomes.</li> </ul> |

| 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"/> |
| <b>Name</b>                                                             |                        | <b>Name</b>              |                                                                                      |
| <b>Title</b>                                                            |                        | <b>Signature</b>         |                                                                                      |
| <b>Signature</b>                                                        |                        |                          |                                                                                      |
| <b>Date</b>                                                             | Click to enter a date. | <b>Date</b>              | Click to enter a date.                                                               |