

# Position Description

Renewal SA

Government of  
South Australia

<b>Role title</b>	Partnerships Manager	<b>Last reviewed</b>	18/12/2024
<b>Division</b>	Property and Major Projects	<b>Team</b>	Partnerships and New Projects
<b>Reports to</b>	Partnerships Lead	<b>Classification</b>	AS07
<b>Direct reports</b>	Nil		

## Role Purpose

Coordinate and assist in the implementation, management and administration of multiple complex Development Agreements to ensure the achievement of project goals, objectives and KPIs by Renewal SA and its development partners.

## Key Accountabilities

- Develop and maintain proactive and collaborative working relationships with development partnership stakeholders including developers, consultants, contractors, and internal and external service providers to ensure the timely and cost-effective execution of development partnership projects.
- Administer legal documentation, liaise with regulatory bodies, and obtain necessary approvals to ensure compliance with Development Agreements, applicable laws, regulations and permits throughout development partnerships.
- Coordinate development partnership information, preparing documents for a diverse range of stakeholders and ensuring content alignment with development partnership objectives, to foster stakeholder engagement and to inform decision-making and reporting.
- Contribute to reporting for strategic decision making, performance evaluation and project monitoring.
- Monitor and deliver on a strong project management framework to ensure key milestones are met and potential risks are identified, managed and mitigated.
- Maintain robust systems and databases, ensuring accuracy of information, to facilitate decision-making, efficient operations, and stakeholder management.
- Identify improvement opportunities and recommend processes to enhance efficiency.
- Other duties as required.

## 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
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

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

## Qualifications and Technical Requirements

- Tertiary qualifications in Property, Law, Development, Conveyancing or other related fields is desirable, or demonstrated experience in the management and administration of complex contracts.

## 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	Intermediate	<ul style="list-style-type: none"> <li>• Create genuine, meaningful connections with others to understand their</li> </ul>

			<p>contributions, collaborate on solutions and influence outcomes</p> <ul style="list-style-type: none"> <li>• Plan and structure interactions with others to focus them on achieving the purpose</li> <li>• Create opportunities for internal and external stakeholders and others to contribute and iterate on ideas and feedback.</li> </ul>
<b>Strategy and Growth</b>	Make an impact	Intermediate	<ul style="list-style-type: none"> <li>• Undertake analysis of problems to ensure solutions address the issues identified for the stakeholders identified.</li> <li>• Support solutions through well documented research, modelling or other means that demonstrates they address the issues</li> <li>• Articulate the secondary benefits of solutions including impacts to Renewal SA's communities or service delivery.</li> </ul>
<b>Innovation and Agility</b>	Be flexible	Intermediate	<ul style="list-style-type: none"> <li>• Be comfortable working with new people, including those from outside of Renewal SA.</li> <li>• Show understanding for changing priorities and rapidly adjust workload accordingly</li> <li>• Respond to changes in work environment with understanding of the new skills required and how to develop them.</li> </ul>
<b>Solutions Focused</b>	Solve problems	Intermediate	<ul style="list-style-type: none"> <li>• Analyse information and consult with others to develop recommendations based on relevant evidence</li> <li>• Identify key evaluation criteria needed to make a decision and review the criteria available.</li> <li>• Apply a logical process to consider the analysis and evaluation and broader context to determine a conclusion.</li> <li>• Involve senior team members or leaders where decisions are controversial or are expected to have high levels of impact.</li> </ul>
<b>Technical Capability</b>	Project Enablement	Intermediate	<ul style="list-style-type: none"> <li>• Contributes to project outcomes and decision-making activities and processes, enabling the project team to achieve outcomes across the project lifecycle.</li> </ul>

			<ul style="list-style-type: none"> <li>• Displays expertise in the project management process and takes ownership of various technical activities to support project outcomes.</li> <li>• Resolves common issues by taking a proactive approach to pre-empting, identifying and escalating risks and dependencies.</li> <li>• Identifies and consults project team members and stakeholders to inform progress reviews, outcomes and improvements across the project lifecycle.</li> </ul>
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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.