



Role Statement

Role title	Contract Manager	Classification	ASO6
Branch	South Australian Government Financing Authority (SAFA)	Type of Appointment	Ongoing/Term
Section	Advisory Services	Position Number	Multiple
Approved by	Chief Executive Officer, SAFA	Date	February 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.






We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
 We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are

 Talented, Clear Eyed and Curious We are analytical, evidence based, innovative and creative.	 High Performing We are known for achieving successful and timely outcomes.	 Trusted Partner We work better together. We lead, partner, and collaborate to help solve the big challenges.	 Agile We organise around opportunities critical to our state and are flexible in responding to challenges.	 Fulfilled and Fun We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.
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What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges,
and is a destination employer providing rewarding careers.

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Branch/Section

SAFA is the central financing authority, captive insurer, provider of advisory services and fleet manager for the Government of South Australia.

SAFA plays an integral role in the overall management of the State's finances and risks, harnessing economies of scale and relevant expertise to a range of public sector clients. SAFA's Strategic Plan sets the organisation's strategic direction and guides daily operations.

SAFA's Advisory Services division provides a wide range of financial and risk related services to Government agencies and private entities, including industry assistance (loans and grants) and risk management advice.

What this role is responsible for

The Contract Manager is responsible for advising on and managing industry assistance contracts between the Government and businesses in alignment with the State's economic development objectives. This role involves evaluating business performance, managing contractual obligations, and safeguarding the Government's interests through strategic oversight and risk management.

Key responsibilities include:

- Due Diligence & Financial Assessment
 - Requests for assistance come from a broad range of traditional industry sectors but also include startups, hi-tech and regional enterprises.
- Contract Oversight & Administration

The Contract Manager is responsible for negotiating and administering financial assistance contracts between the Government and private sector entities in a prudent, transparent and effective manner. This includes:

 - Assisting in the drafting and development of contractual documentation.
 - Monitoring and evaluating the performance of businesses receiving government support.
 - Communicating effectively with stakeholders to progress contract matters.
 - Assessing compliance with contractual obligations, including milestone achievements, payment claims, and seeking approvals through written communication to management and the Treasurer as required
 - Identifying and managing risks and supporting restructures or recovery actions to protect government interests.
- Strategic Advice & Reporting
 - Provide expert advice on the development and implementation of strategies, policies, systems, and processes to improve contract management capabilities.
 - Prepare and/or contribute to reports for management for operational purposes.
- Contribute to upholding the integrity of SAFA records, information, data and business activities by ensuring documents are created, captured and managed in accordance with the *State Records Act 1997*, South Australian Government policies and procedures, and in line with the South Australian Protective Security Framework.
- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

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Who this role reports to

- The Contract Manager reports to the Manager, Advisory Services.

Key Relationships/Stakeholders

- The Contract Manager has significant working relationships within the Department of Treasury and Finance, the Crown Solicitor's Office and other key areas of Government.
- The Contract Manager will also have significant engagement with entities that request or receive financial assistance from Government. This position requires well developed communication, negotiating and relationship management skills.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - Nationally Coordinated Criminal History Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Tertiary qualification in accounting, finance, or a related discipline.
- Sound knowledge of business finance, financial management practices, and contract law fundamentals.
- Significant experience in financial analysis, including interpreting financial statements and financial modelling.
- Strong analytical and problem-solving skills, with the ability to develop and implement practical solutions.
- Experience in negotiating and developing commercial contracts.
- Proven ability to understand and administer commercial contracts of a complex nature.
- Experience in drafting and/or preparing written correspondence to internal and external clients.
- Proven ability to communicate complex commercial concepts clearly and persuasively, and to prepare concise, well-structured advice and correspondence for a range of stakeholders.
- Strong stakeholder engagement experience across public and private sectors at senior levels.
- Demonstrated ability to plan, prioritise, and work independently under broad direction.
- Proficient in Microsoft Office Suite, with advanced skills in Word and Excel.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.

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- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Membership of relevant professional body, e.g. Institute of Chartered Accountants or other appropriate professional body.
- Experience in drafting and/or preparing written correspondence in a government context.
- Experience in managing non-performing loans and debt recovery.
- Experience in both public and private sectors.
- Awareness of the State's economic priorities, economic development objectives and policies.