

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Contract Manager, Levee Recovery

Division: Water and River Murray

Classification Level: ASO4

Branch/Unit: Water Infrastructure and Operations / Levee Recovery

CHRIS Position Number: P49263

Reports to (Title): Manager, Levee Recovery

About the Agency – [Department for Environment and Water](#)

About the Role

The Contract Manager, Levee Recovery is responsible for the procurement, contract oversight and closing out of contracts in relation to levee maintenance and upgrades along the River Murray. It includes the supervision and general management of contractors engaged by the Department.

Key Role Outcomes

- The inspection and repair of DEW River Murray infrastructure is adequately implemented and recorded.
- DEW procurement is undertaken in accordance with relevant procedures and guidelines to engage appropriate suppliers and ensure contracts are closed out.
- Assist in the inspection and engage with subject matter experts regarding repair techniques or damaged assets.
- Prepare expenditure estimates ensuring all scope and costs associated with flood recovery are accurately captured and recorded.
- Reviews of infrastructure and operational procedures are undertaken and practical recommendations followed.
- Management of contract documentation is undertaken.
- There is collaboration between government departments, local government, irrigation trusts, key stakeholders and the Infrastructure Operations Unit on river infrastructure maintenance and operation.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Competent in the use of MS Office applications and the utilisation of technology.
- Seeks out new ways of working and embraces implementation of new practices.
- Analyses information from a range of sources to identify solutions to problems.
- Demonstrated ability with identifying inconsistencies or discrepancies in information and be discerning in how to handle this.

Desirable Criteria

- A relevant trade or practical experience in asset construction or maintenance is desirable.
- Experience specific to the contract management for asset construction or maintenance is desirable.

Key Relationships/Interactions

- Liaises with a variety of stakeholders, suppliers and regulators.
- Maintains close working relationships with other officers of the Branch and the Department.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.
- May be required to undertake intra or interstate and remote travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Can identify and articulate potential issues and implications.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Willingly accepts responsibility for own work. • Establishes own credibility by demonstrating personal competence and technical expertise.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising Performance • Promoting Customer Service 	<ul style="list-style-type: none"> • Works collaboratively with team members to achieve team and individual goals. • Gathers feedback from customers to assist in continually improving service delivery. • Takes considerable effort to understand and respond to the requirements of diverse customers.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Using Political Savvy 	<ul style="list-style-type: none"> • Builds a strong network of influential contacts across the Agency that is used as a source of information and advice. • Demonstrates understanding of the broader organisational structure in making decisions and knows when to raise a sensitive issue with their manager.

	<ul style="list-style-type: none"> Establishing and Maintaining Networks 	<ul style="list-style-type: none"> Works well with others and is effective in collaborating with colleagues across the Agency.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Modelling Public Sector Values 	<ul style="list-style-type: none"> Displays commitment to the values of the Public Sector and the Code of Ethics. Is discrete and maintains confidentiality.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	18/04/2023	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	18/03/2026