

Position Description

Senior Contracting and Monitoring Officer

Why work with us









The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmentally vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Funding Operations and Monitoring team within the Funding Operations and Evidence Division is responsible for overseeing the operational policy, commissioning approach, funding operations and monitoring approach to the delivery of early childhood reforms, with a focus on preschool.

This position assists with the management of funding arrangements by monitoring provider performance and supporting the development and design of operational policy procedures and documentation.

Position title	Senior Contracting and Monitoring Officer
Classification	ASO6
Division	Funding, Operations and Monitoring
Directorate	Funding, Operations and Evidence
Location	60 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Principal Funding and Monitoring Officer
Direct reports	Nil
Role description date	May 2026



What you will do (key outcomes)

1. Develop and coordinate funding agreements, variations, and other contractual arrangements required to deliver funded programs in early childhood settings.
2. Provide ongoing monitoring and quality assurance of funded services, including coordinating and executing on an annual schedule of monitoring activities and implementing effective grant, contract and records management to ensure the appropriate administration of funded programs.
3. Manage and maintain a range of databases and associated tracking mechanisms to manage funding agreements and monitor adherence with funding agreements.
4. Prioritise, coordinate and deliver complex workloads across multiple competing deadlines under broad direction, exercising sound judgement to monitor timeframes and ensure priorities are actioned, both independently and collaboratively as a part of a team.
5. Provide expert advice to internal and external stakeholders to support effective funding management and ensure compliance with funding agreements and program requirements.
6. Undertake process development and improvement activities to contribute to continuous improvement objectives.
7. Prepare and monitor the timely delivery of high-quality documentation including policy development, reports, briefings to the Minister and other leaders and stakeholders, and ensure accuracy and quality assurance of project activities.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Task management:** Manage complex and competing priorities and develop effective resolutions both individually and through working with others, exercising sound judgement and initiative.
- **Communication skills:** Demonstrate well developed written and verbal communication and interpersonal skills including sound experience in stakeholder engagement and consultation processes, particularly for implementation of programs, strategies and initiatives.
- **Contract Management:** Proven experience in the drafting and development of grant/funding agreements and variations, including taking a partnership approach in providing advice and support to internal and external stakeholders and knowledge of contracts and grants management policies.
- **Program management:** Ability to manage and monitor funded programs that align with the government priorities, through relationships with internal and external stakeholders, applying effective documentation, record keeping, and reporting methodologies, including a demonstrated ability in the application of knowledge such as proficiency in Microsoft Excel.
- **Initiative:** Proven ability to work independently, as well as collaboratively in a team, under broad direction, and to use high level analytical skills to identify, evaluate and address complex problems.
- **WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment including the requirements of the Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<ul style="list-style-type: none"> • Executives and staff across the Office • Other state and Australian government departments • Non-government early childhood services sector 	<p>Essential: Nil</p> <p>Desirable: Relevant tertiary qualification and/or relevant experience</p>

Corporate responsibilities		Special conditions	
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements		You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit	
Assessed by: Rhiannon Edwards, P&C Consultant		Approved by: Georgy Grundy, Director, Funding Operations & Evidence	
Date: May 2026		Date: May 2026	