



Role Statement

Role title	Contract Manager	Classification	ASO5
Branch	Commercial and Procurement	Type of Appointment	Ongoing
Section	Strategic Contracts	Position Number	TBA
Approved by	Chief Commercial Officer	Date	22/5/2026

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.

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.

Branch/Section

The Commercial and Procurement Branch is the government's lead advisor on commercial strategies, specialist procurement and strategic contracting. In partnership with Departments, the Branch will lead the assessment and management of commercial projects, uplift the capability across government, implement and manage modern systems, oversee and support major projects, and lead strategic procurement.

What this role is responsible for

The Contract Manager is responsible for supporting the ongoing management of complex and strategically significant across-government contracts. The role also supports the establishment of complex and strategically significant across-government contracts.

The role assists with the delivery of contract management activities within allocated categories, ensuring contracts deliver value for money, manage commercial risk and support government policy and operational objectives.

Working closely with Public Authorities, suppliers and internal stakeholders, the Contract Manager provides expert contract management advice, supports the implementation of new contractual arrangements and contributes to the continuous improvement of contract management practices across government.

Key Responsibilities:

- Support the management of the day-to-day administration and delivery of allocated across-government contracts in accordance with contractual arrangements, governance requirements and performance expectations.
- Assisting in contract establishment by participating in transition and handover activities and contributing contract management inputs to procurement planning and documentation, including performance measures and contract management plans.
- Monitor supplier performance against contractual obligations and agreed KPIs, identify emerging issues or risks and escalate matters as required.
- Coordinate contract variations, extensions and amendments in accordance with approved delegations and governance processes.
- Undertake analysis and reporting on contract performance, risks and issues to support effective contract oversight and decision-making.
- Liaise with Public Authorities, suppliers and internal stakeholders to support effective contract implementation and issue resolution.
- Apply contract management and risk management practices to support compliance and value for money outcomes.
- Contribute to the improvement of contract management processes, templates and guidance materials.
- Maintain accurate and complete records of contract and procurement activities in accordance with the State Records Act 1997 and associated policies and procedures.
- Promote and comply with Public Sector Principles and Practices including Equal Opportunity and Work Health and Safety.

Who this role reports to

- Reports to the Manager, Category Management

Key Relationships/Stakeholders

- Managers and team members within the Commercial and Procurement Branch.
- Representatives of Public Authorities participating in across-government contracts.
- External suppliers, service providers and industry participants.
- Other internal stakeholders as required to support contract delivery.

Special Conditions

- Work within a confidential, commercially orientated and at times, politically sensitive environment.
- 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.
- 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

- Demonstrated experience supporting in the administration and management of contracts, including monitoring supplier performance and supporting issue resolution.
- Well developed written and verbal communication skills, including the ability to liaise effectively with internal stakeholders, Public Authorities and suppliers.
- Demonstrated analytical skills, including the ability to review information, identify issues and provide practical recommendations.
- Ability to manage competing priorities and deliver work outcomes with limited supervision.
- Experience contributing to the development of procurement and contract management documentation and reports.
- Ability to apply contract management and risk management practices in a structured and compliant environment.
- Demonstrated ability to work effectively both independently and as part of a team.
- Knowledge of procurement and contract management processes and their application in a government or complex organisational environment.
- Demonstrated experience applying relevant legislation, policies and procedures including the Code of Ethics, Equal Opportunity and cultural inclusion.
- Understanding of the legislative requirements of the Work Health and Safety Act 2012.
- Understanding of and ability to work in accordance with AS ISO 31000 Risk Management Guidelines.

Desirable Expertise

- Qualification in procurement, contract management, commerce, or a related discipline; or equivalent experience.
- Experience working with government procurement and contract management systems.
- Experience supporting performance reporting and contract compliance activities.