



Role Statement

Role title	Senior Manager, Commercial, Procurement and Contract Administration	Classification	SM1
Branch	Office of the Chief Information Officer Governance, Portfolio and Business	Type of Appointment	Term
Section	Operations	Position Number	P69198
Approved by	Government Chief Information Officer	Date	June 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 Office of the Chief Information Officer (OCIO) enables a more connected and secure government so that South Australian (SA) Government agencies can better serve our community. We do this by leading the SA Government's technology, cyber security, and digital government strategies, as well as developing and delivering resilient and innovative ICT, digital and cyber security services, platforms, and critical infrastructure to SA Government agencies that are accessible, trusted and secure.

Governance, Portfolio and Business Operations provides strategic, governance and business support services that enable OCIO to deliver on its priorities and outcomes. The directorate brings together specialist functions including strategic advice, program and portfolio governance oversight and reporting, procurement, policy development, communications, engagement and change management, as well as business operations including administration, finance, and workforce operations support. By providing centralised leadership, oversight and support functions, the directorate helps drive organisational alignment, accountability and effective service delivery, and helps ensure OCIO is well-positioned to deliver effective services and value across government.

What this role is responsible for

- Provide strategic leadership and direction to a high-performing team of up to five direct reports delivering expert commercial, procurement and contract administration services across complex digital, ICT and cyber security initiatives.
- Manage and deliver complex end-to-end procurement, tender evaluation, contract negotiation and agreement execution activities in partnership with key internal and external stakeholders across OCIO, broader SA Government agencies and service providers.
- Provide specialist advice to senior executives on sourcing, procurement and contracting strategies, ensuring commercial decisions deliver value for money, manage complexity and support OCIO's priorities.
- Develop and maintain sensitive procurement documentation, ensuring compliance with government policy and the timely, accurate processing of records.
- Monitor and report on project progress against plans, ensuring information is recorded accurately and appropriately.
- Drive and sustain a team culture of service excellence and professionalism.
- Develop and maintain procurement frameworks, contract management plans, compliance mechanisms and risk controls to ensure robust governance and alignment with government policy and standards.
- Build and maintain collaborative and productive working relationships across government, industry and suppliers to resolve complex issues, influence outcomes and support the successful delivery of large-scale and high-impact digital initiatives.
- Identifying, monitoring and attending to urgent enquiries ensuring resolution and quality control of responses and ensuring conformity to government policies and standards.

Who this role reports to

- Director, Governance, Portfolio and Business Operations

Key Relationships/Stakeholders

- Commercial, Procurement and Contracts Administration team
- Office of the Chief Information Officer
- DTF Commercial and Procurement Directorate
- DTF Procurement business unit
- A range of internal and external stakeholders, including SA Government agencies and I&T service providers

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 (Negative Vetting Level 1)
- 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.
- Work within a confidential, commercially orientated and at times politically sensitive environment.
- The State Emergency Management Plan details a requirement for a Control Agency for Cyber Crisis. OCIO personnel will participate in Control Agency responsibilities as required subject to appropriate training and induction.

Essential Expertise

- Significant experience in negotiating strategic commercial contracts.
- Demonstrated experience in developing sourcing strategies, undertaking market analysis and designing contract management frameworks.
- Demonstrated commercial acumen in government or a large and complex organisation.
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Strong leadership ability with proven experience in motivating and inspiring others to work as a team to achieve objectives.
- Demonstrated ability to liaise, collaborate and relate effectively to all levels of staff and relevant organisations.
- Experience in the preparation of complex reports, policies and plans dealing with sensitive issues.
- Demonstrated experience in developing partnerships with various stakeholders including across industry sectors.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- 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

- Tertiary qualification in law, finance, management, business or other appropriate qualification.
- Experience in the preparation and negotiation of complex contracts for government.