Role Description

Government of South Australia
SA Housing Trust

Role title	**Contract Manager - Conveyancing**		
Directorate	Planning and Asset Management		
Business unit	Asset Services		
Reports to	Senior Manager, Asset Services	**Classification**	ASO6

Role Summary

The Contract Manager – Conveyancing role is accountable to the Manager, Asset Services for undertaking a range of complex conveyancing activities relating to dealings in property, including sales, purchases, land division, easements and other dealings with land on behalf of the SA Housing Trust. The role provides contract management of the appointed conveyancers, and is also responsible for preparing settlement statements, completing Lands Titles Office searches and arranging and attending settlements of real estate transactions.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Our Division

The Property Services division is responsible for overseeing the planned management of the SA Housing Trust's $15bn housing portfolio. Our focus is two-fold; to renew and grow our public housing assets in a way that best supports social housing outcomes for South Australians and to improve access to affordable housing opportunities, through both rental and home ownership, for low to moderate income households. With a strong focus on optimising housing for our tenants, prioritising asset planning, development, divestment, retention decisions and delivering Affordable Housing, we deliver on outcomes by working in partnership with the Property Development sector, Federal, State and Local government and the building industry.

Primary outcomes and responsibilities
Lead, manage and contribute to the development of policies, projects and planning activities relating to conveyancing across the SA Housing Trust.
Provide a single point of contact between Asset Services and appointed Agents, ensuring the process is in line with Asset Services sales policy and regulation.
Contract management of the SA Housing Trust appointed Conveyancing service provider panel, ensuring KPI's within the performance based contracts are adhered to and includes the provision of regular and quarterly reporting.
Provide expert advice and a consultancy service to SA Housing Trust and external stakeholders in relation to legislation, policy and practices relating to conveyancing matters and conveyancing services.
Establish and monitor the management of the service provision of Conveyancing Panel which includes the management of procurement of services, monitoring and approval of associated expenditure.
Manage the settlement statements provided by Conveyancing Panel to ensure integrity, compliance and authorisation of settlement transactions in accordance with contact agreements. To ensure true and accurate within financial delegation.
Exercise judgement in relation to conveyancing matters, including land division, asset sales and acquisitions.
Prepare, interpret and certify documentation for the purposes of the Real Property Act 1886 and associated legislation.
Monitor and inform senior management and Directors within the Trust of changes to all legislation affecting land tenure and dealings and ensure practise and documentation comply.
Prepare and disseminate high quality, timely and accurate written documents, project progress reports, correspondence and briefings, in order to meet operational and corporate requirements for the Minister, Board, Senior Management, Business Planning, KPIs and key stakeholders.
Manage the settlement of sensitive or technically complex transactions in a timely manner.
Manage the procurement of services and data, for conveyancing activities including valuation reports, sales and marketing plans, Agents' appraisal reports and variations.
Undertake contract centric audits and risk assessments, to ensure suppliers' and contractors' compliance with SA Housing Trust policies, procedures and processes and relevant state and federal legislation and standards.
Establish and maintain effective relationships and networks with internal and external stakeholders, to ensure expert advice is provided to and included legal contract documentation.
Deliver quality and timely communications and services in collaboration with peers, staff and stakeholders.
Participate in the planning, management and evaluation of systems, processes and procedures to deliver high standards and quality outcomes for clients and staff.
Set goals, give direction, manage and monitor time, costs, and activities, and analyse and report on the plans and activities to the Senior Manager, Asset Services.
Take responsibility for and demonstrate justifiable reasons for actions and decisions with areas of responsibility, evaluating all available information and taking action in line with organisational policies and values.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

Working relationships

Senior Manager, Asset Services (direct manager)

Contract Manager, Sales and Acquisitions

Executive Director, Property Services

Directors and Senior Managers across the Trust

Staff within Asset Services

Selection criteria (knowledge, skills, aptitude and experience)

Demonstrated knowledge of the principles of relevant Acts, standards and regulations relating to conveyancing, including the Real Property Act 1886 and the Land & Business (Sale & Conveyancing) Act 1994.

Significant experience in conveyancing and related disciplines to undertake conveyancing for all sales, purchases and other dealings with land, including skills in electronic conveyancing.

Proven experience in managing, organising and problem solving and the ability to deal with unexpected situations, acting on one's own initiative and implementing the solution.
Ability to give focused advice to others and develop collaborative partnerships with a range of stakeholders across varying sectors, based on credibility and expertise.
Exceptional levels of written and verbal communication and presentation skills and the ability to relate effectively with individuals and groups at all levels, both internal and external to the organisation.
Demonstrated drive to achieve results and reach objectives, and to exercise judgement in relation to conveyancing matters.
Ability to work autonomously under limited direction and maintain attention to detail to achieve objectives, whilst working within deadlines.

Qualifications	Essential or desirable
Registration as a Conveyancer in accordance with the Conveyancers Act 1994	Desirable

South Australian Public Sector Values



Approved date	N Tuffnell, 18 November 2026