Role Description

General information

Title:	Senior Contract Management Consultant			**Classification:**	ASO6
Division:	Corporate Services	**Branch:**	Finance	**Business Unit:**	Procurement and Contracts
Type of Appointment:	Term Contract	**Hours of Duty:**	37.5 hours per week	**Location:**	PIRSA Head Office, Adelaide CBD

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The primary purpose of the role is to provide PIRSA officers with the support and expert advice in delivering 'end to end' contract management of varying complexities and sizes. The Senior Contract Management Consultant will assist with the development, performance and processing of all agency contracts, as required, including but not limited to:

- fee for service and related contracts.
- commercialisation licenses.
- intellectual property management agreements.
- confidentiality agreements.
- memorandums of understanding; and
- material transfer agreements.

The role contributes to delivering agency wide contract management activities (projects that are related to the department's strategic direction). Whilst also ensuring compliance with the agency's contract framework,
policy and guidelines.

Key Accountabilities

- Coordinating contractual arrangements between the agency and other parties.
- Assisting the agency in negotiations, documentation and reporting.
- Maintaining open lines of communication with stakeholders, senior officers and Executive.
- Assist in the central repository of all appropriate contract documentation for the agency.
- Legal requirements and government directives are addressed for all contractual arrangements and appropriate terms and conditions are made acceptable to the South Australian Government.
- Ensuring where appropriate legal consultation is undertaken.
- Preparation of monthly report for overdue milestones for Executive and the Branch.
- Assist and contribute to achieving the Procurement Advisory Unit's objectives.

Key Deliverables / Results

- Delivering a high level of effective end to end contract support service.
- Delivering an effective contract support service that ensures agency contracts are
- Client relationships are managed to the contract terms and arrangements with the agency officers.

Updated on 18 November 2026

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managed to a high standard. • Establishing and maintaining working relationships with business services teams across the agency.	• Contractual arrangements between the agency and other parties, are monitored for efficiency and effectiveness. • Maintain accurate records in a centralised register.

Relationships

• Reports to the Manager, Procurement and Contract Management • Interacts closely with all Business Unit Managers	• Works closely with the Senior Procurement Consultant • Liaises regularly with agency staff

Requirements

- Possession of a current driver's licence and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when applying for a role.
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.

Qualifications

- Essential: Certificate in Contract Management or equivalent in experience
- Desirable: Nil

Capabilities

Capability	Behaviours
Professional & Technical Knowledge Demonstrates knowledge in: • Contract management • Government contracting policies • Government Procurement policies	• Demonstrates a good understanding of the principles of contract management. • Has a sound of knowledge in contract management, government contract policies and handling end to end management of the performance of a contract. • Is recognised as knowledgeable in contract development and project costing and acts as a source of information internally and externally. • Demonstrates a thorough knowledge of electronic contract database software. • Relates confidently to people at all levels of industry. • Administers legislation which is relevant to area. • Keeps abreast of changes to systems and process. • Provides expert advice to support decision making. • Has an understanding of Procurement processes and policy requirements or a willingness to learn and develop this area.
Achievement Orientation Sets targets to achieve results; motivates self and others to focused efforts meeting	• Sets targets to achieve results; motivates self and others to focus efforts meeting deadlines even when the timeframe is demanding. • Embraces new systems and implements where appropriate to achieve desired outcomes. • Sets priorities and allocates time and resources accordingly.

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deadlines even when the timeframe is demanding	• Actively contribute efforts to the achievement of the Procurement Advisory Unit's Objectives.
Attention to Detail Pays attention to detail to ensure one's own work is timely, accurate and reliable	• Understands the implications of inaccuracies. • Delivers a high standard of work, even when working under pressure. • Verifies information.
Customer Orientation Is responsive to customer needs and makes considerable effort to understand their requirements, to give clear and consistent information, advice, or service, and to ensure customer satisfaction; works to build and maintain customer confidence	• Always maintains clear and appropriate communication with the customer. • Seeks to understand customers' operating environment and services and to understand their issues/problems. • Actively works towards achieving a win-win situation with the customer. • Timely delivery of advisory services and able to prioritise accordingly.
Relationship Building & Maintaining Develops productive working relationships with peers, staff and stakeholders by initiating contact, building rapport, understanding needs and delivering to expectations; able to relate to	• Easily approached by others, developing, and maintaining open two-way communication channels. • Builds trust in relationships through maintaining confidentiality and following through. • Competent and comfortable in dealing with people.

HRMS No:	P42648	**ANZCO Code:**		**Objective ID:**	A7793689
Delegate Approval:	Michelle Griffiths, Executive Director, Corporate Services			**Date:**	11 November 2026
Approved and Classified by People and Culture:	03 April 2022, People and Culture				

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