

Role Description



Role title:	Classification:
Team Leader, Contract Management	ASO7
Division/Business unit:	Reports to:
Office for Women, Women's Equality and DFSV System Reform	Manager, Domestic and Family Violence

Role purpose:

The Team Leader, Contract Management is a role within Women's Equality and DFSV System Reform and is accountable to the Manager, Domestic, Family and Sexual Violence for:

- Providing leadership and advice on the preparation, negotiation, and monitoring of service and grant agreements.
- Managing and leading the Contract Management team in setting priorities, overseeing performance management processes and ensuring compliance.
- Fostering collaborative partnerships and sector capability building initiatives with DHS funded service providers and stakeholders to support effective service delivery to priority populations and communities.

Key outcomes and accountabilities:

1. Lead the development, implementation and management of contracts by ensuring the preparation of high quality briefs, procurement and contract documentation, and effective contract management that delivers outcomes for the Division.
2. Develop and implement robust reporting frameworks, performance indicators and measurement tools to evaluate outcomes, maintain data sets and inform recommendations for projects and service reforms.
3. Manage the provision of quality, timely and accurate advice to the Manager, DFSV, senior management, executive and key stakeholders across government regarding contract management and funding matters.
4. Providing leadership and oversight to formal Performance Management processes to ensure funded service providers meet compliance requirements.
5. Establish and maintain effective relationships and networks with internal and external stakeholders to deliver quality and timely communications and services.
6. Lead strategic and innovative input into the management of funding priorities for the development of new service initiatives and related projects.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Must hold a current Australian issued Driver's Licence (equivalent to minimum class 'C' – South Australian), which must be maintained. Incumbent must be willing and able to drive all government vehicles within their licence classification during the course of their duties.
- Some out of hours work may be required.
- Will be required to complete the Principles of Contract Management Module and/or Advanced Contract Management Module upon commencement.

Key Relationships/Interactions:

- Manager, Domestic, Family and Sexual Violence (line manager)
- Assistant Director, Office for Women
- Director, Office for Women
- DHS Procurement and Grants Unit (PGU)
- Staff within the WEDFSVSR division
- Non-government organisations
- All tiers of government departments involved in sector development for community services

Budget/Delegations:

Level 5 HR Delegations / Level 5 Financial Authorisations

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct.
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Contract Management Experience** – Demonstrated experience in managing and advising on new and existing contract arrangements, including providing authoritative advice on complex contractual and commissioning matters.
2. **Leadership Experience** – Proven experience providing leadership, supervision and direction to staff, with a strong emphasis on fostering teamwork, accountability and collaborative work practices.
3. **Finance and Business Services** – Demonstrated high-level of knowledge in government policies and departmental guidelines relating to financial systems, compliance and reporting, human resources, business administration practices, and the Office for Women Funding Allocations Governance Group.
4. **Strategic Advice** – Demonstrated capacity to provide specialist advice on complex and critical decisions, including commissioning practices, performance management and funding arrangements.
5. **Communication** – Highly developed verbal and written communication skills, with a proven ability to deliver clear, accurate and timely advice.
6. **Relationships and Partnerships** – Demonstrated ability to develop and maintain effective strategic networks and productive working relationships with WEDFSVSR teams, community partners, and key stakeholders to enhance service delivery and commissioning outcomes.

Qualifications:

Desirable: Tertiary qualifications in a business, management, finances or administrative related discipline or equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Key leadership competencies and expected behaviours at this classification:**Promotes strategic thinking and change**

- ☒ Creates a shared vision and mission for the BU.
- ☒ Inspires and influences others to assume ownership BU goals.
- ☒ Leads teams in aligning their priorities within a broader organisational and political context.
- ☒ Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- ☒ Identifies and analyses difficult and complex problems that have organisation-wide impact.

Achieves objectives

- ☒ Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- ☒ Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- ☒ Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- ☒ Interprets and abides by the laws, regulations and policies determining BU activities.
- ☒ Takes accountability for team/BU success and manages others to achieve outcomes.
- ☒ Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- ☒ Integrates technical expertise into the BU to achieve its objectives.

Leads business excellence

- ☒ Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- ☒ Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- ☒ Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- ☒ Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- ☒ Drives outstanding customer service by enabling team members to anticipate client needs.
- ☒ Empowers others to use resources effectively.

Builds genuine partnerships

- ☒ Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- ☒ Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- ☒ Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- ☒ Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- ☒ Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- ☒ Models inclusive behaviour and tailors communication style to meet the audience's needs.

Models personal drive and professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture.
- ☒ Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- ☒ Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- ☒ Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.

- Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- Establishes expectations and models best practice wellbeing and safety behaviours.

Approval:

Assessed by: Mia Sarcina, Graduate Officer

Date:

Approved by: Cassie Bouyer-Sanderson, Director Office for Women

Date: