



Position Title:	Contract Manager, Project Solutions
Classification:	APS6 or equivalent
Job Reference Numbers:	2302004
Branch/Group:	Project Delivery
Location:	Canberra (preferred location), Melbourne, Sydney, Remote/hybrid working
Reports to:	Senior Client Manager, Project Solutions
Clearance Required:	Baseline / Police Check

ARENA has an exciting opportunity for people who want to make a practical contribution to Australia's renewable energy transition.

About the Position:

A Contract Manager within the Project Solutions (PS) team is responsible for resolving complex contracting issues as they arise and is the primary Project Delivery Branch representative on new contract negotiations.

The Contract Manager will work under guidance from a Senior Contract Manager within Project Solutions and will collaborate with members of the other teams in Project Delivery Branch (Contract Management Services (CMS), Knowledge Sharing, and Data & Performance), to maintain clear workflows and efficient processes, where business deliverables overlap or intersect.

Contract Managers will focus on fostering strong external and internal stakeholder relationships and ensure the handover of projects between teams is well managed, for the continuity of the customer experience.

The key roles and responsibilities of the Contract Manager will be:

- Building and maintaining productive relationships with key internal and external stakeholders.
- Collaborating with ARENA teams to design and negotiate funding agreements that appropriately manage project risk, ensure compliance with legislation, policies, and procedures as a branch lead.
- Managing complex contracts, arriving at effective contracting solutions to resolve high risk issues that may arise during the project.
- Taking on complex contracts which have encountered problems and applying problem solving skills to resolve project and contracting issues timely and effectively.
- Ensuring appropriate procurement actions are undertaken, in adherence with policies and in line with government expectations and legislative requirements.
- Contributing to portfolio review committee and process improvement working groups.



Key skills and qualifications

- Experience and proficiency in contract management and negotiation, applying initiative and judgement.
- Ability to consider and effectively manage competing priorities and strategic directions when achieving outcomes in line with agency goals and objectives.
- Excellent time management skills, including understanding and adhering to tight deadlines.
- Demonstrated problem solving skills, critical thinking, and analytical skills.
- Excellent verbal and written communication.
- Demonstrated experience and proficiency in stakeholder management and service delivery.
- Ability to work autonomously with the support of colleagues, and to contribute to team planning and discussions.
- Working knowledge of Australian Government contracting requirements, including the Public Governance, Performance and Accountability Act 2013 and the Commonwealth Procurement Guidelines.
- Understanding of and experience in value chains, project design, development and delivery is highly regarded.
- Knowledge and experience in the energy sector is highly regarded.
- Tertiary qualifications in an area relevant to the team's work (e.g., engineering/contract management/business) is highly regarded.

About the Branch:

The Project Delivery branch maximises the impact of ARENA's portfolio of renewable energy projects through contract and risk management, performance monitoring, stakeholder engagement and knowledge sharing. There are four sections in the Branch, each led by a Director:

- **Project Solutions** supports round design and contract negotiation for new investments. The team is also responsible for managing high risk projects and major project variations and terminations.
- **Contract Management Services** is responsible for the management of the majority of ARENA's active grant contracts: managing relationships with funding recipients, assessing contract milestones and variations; maintaining exemplary records, assisting the Delegate, Executive and Board as needed, and contributing to ARENA's objectives.
- **Knowledge Sharing** is accountable for ensuring knowledge, insights and lessons learnt from ARENA activities, are widely shared with the Australian renewable energy sector.
- **Data and Performance Reporting** is responsible for developing and delivering ARENA's data management strategy, which will take ARENA to a future state of well-governed, managed and curated data that is ready for analytics, reporting, evaluation and sharing where applicable.



Australian Government
Australian Renewable
Energy Agency

ARENA

Why ARENA?

ARENA is a growing and impactful agency working towards a common goal: support the global transition to net zero emissions.

Our purpose is to support the development of renewable energy technologies to accelerate Australia's energy transition.

At ARENA, you would be working with an enthusiastic team, engaging with a range of exciting projects, exploring cutting edge technologies.

ARENA's dedicated staff work collaboratively across locations throughout Australia.

We encourage flexibility, innovation, respect, and accountability. True to our values we offer flexible/hybrid working arrangements and an inclusive, engaging culture with modern offices situated close to transport.

About us:

The Australian Renewable Energy Agency (ARENA) is a corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA supports the Government's Low Emissions Technology Statement in seeking to achieve global emissions reduction through technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy (including enabling and hybrid technologies) for research, development, demonstration and deployment projects that improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Energy.

ARENA has offices based in Canberra, Sydney and Melbourne and we promote a hybrid flexible working environment where we can.