



| | |
|-------------------------------|---|
| Position Title: | Senior Contract Manager , Contract Management Services |
| Classification: | EL1 or equivalent |
| Job Reference Numbers: | 2302005 |
| Branch/Group: | Project Delivery |
| Location: | Canberra (preferred location), Melbourne, Sydney, Remote/hybrid working |
| Reports to: | Director, Contract Management Services |
| 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:

Senior Contract Managers are critical to the delivery of business outcomes in the Branch and the organisation. You will have extensive experience in contract management, and proven ability to communicate with influence, take a proactive approach to solving problems consider wider agency implications when making decisions, build and sustain internal and external relationships and engage constructively with risk.

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

- As a senior member of the Branch, proactively support a Branch and Agency culture of leadership and performance.
- Support the Delegate, Agency Executive and Board to achieve ARENA's objectives.
- Manage contracts with grant recipients, assess milestones and variation requests, support the delegate to make appropriate decisions in line with funding agreement requirements, operational policies, legislative and regulatory requirements.
- Supervise team members in the management and delivery of their work allocation and foster their professional development.
- Build and foster effective relationships and collaborate with other areas of the Agency.
- Cultivate effective relationships with external stakeholders and maintain contemporary understanding of industry dynamics, need and trends associated with renewable energy innovation and uptake.
- Be responsible for the delivery of activities relating to the business objectives of the CMS Team, including plans and strategies that align with ARENA's objectives and priorities.
- Drive continuous improvement and broader business operational activities across the Agency.



Key skills and qualifications

- Demonstrated expertise and a proven record of achievement leading complex projects or teams in contract management, or related compliance, activities.
- Demonstrated ability to operate as an effective leader with a diverse team, exemplify genuine and supportive collaboration with stakeholders, and build capability in others.
- Strong interpersonal skills including the ability to foster cross-functional collaboration, build and sustain relationships with key stakeholders, internally and externally.
- Strong strategic thinking skills, especially in converting detailed information into coherent portfolio insights.
- Excellent communication skills including the ability to present to and facilitate groups, and clearly communicate complex concepts in written form.
- Knowledge and experience in renewable energy or technical sector is highly regarded.
- An understanding of the renewable energy sector, experience in administering government grants or communications functions, and familiarity with working in government would be an advantage but not essential.

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 wellgoverned, managed and curated data that is ready for analytics, reporting, evaluation and sharing where applicable.

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.



Australian Government
**Australian Renewable
Energy Agency**

ARENA

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.