

POSITION DESCRIPTION

Job Title and Classification	Commercial Delivery Manager
Location	Flexible
Program/Department	Growth
Position Status	Full Time
Accountable to	Exec Director Growth
Direct Reports	Nil
Portfolio Scope	
<p>The Commercial Delivery Manager is responsible for the end-to-end delivery of contracted works, ensuring projects are planned, delivered and closed out in line with contractual obligations, commercial parameters and client expectations.</p> <p>The role has accountability for delivery performance across safety, quality, time, cost and client outcomes, and plays a critical role in managing contractual risk, financial performance and stakeholder relationships throughout the delivery lifecycle.</p>	
Stakeholders	
Internal	<ul style="list-style-type: none"> Regional Operations Managers and regional delivery teams Program Directors Project and On-site Delivery Teams Finance and Commercial Teams Health, Safety and Quality Advisors
External	<ul style="list-style-type: none"> Clients Contracting Partners and Suppliers Consultants and Service Providers
Key Position Accountabilities and Outcomes	
<p>Project Delivery</p> <ul style="list-style-type: none"> Plan, schedule and coordinate works in collaboration with on-site delivery teams to ensure projects are delivered safely on time and within budget. Actively engage with regional operational teams to ensure delivery plans are well understood, locally informed and effectively coordinated, and that communication between contract delivery, operations and on-ground teams supports safe, consistent and timely outcomes. Monitor progress against agreed milestones, budgets and delivery timelines, identifying and addressing issues early to maintain delivery performance. Support effective mobilisation, execution and close-out of contracted works. <p>Contract Management</p> <ul style="list-style-type: none"> Develop a strong understanding of contract terms and conditions and ensure delivery aligns with contractual requirements. Manage variations, claim and contract changes in line with agreed processes and delegations. Ensure contractual reporting obligations are met, and contract performance is documented and tracked. Be involved in the initiation and negotiation of new contracts, acting as a central coordination point to support the effective administration and establishment of contracts, working closely with Legal and the business (and Finance where required), where capacity and capability allow. 	

Client and Stakeholder Management

- Act as the primary point of contact for clients throughout the delivery phase.
- Manage client expectations through clear, timely and professional communication.
- Ensure the client's objectives and vision are understood and delivered through effective project execution.

Risk and Performance Oversight

- Identify delivery, commercial and operational risks early and implement appropriate mitigation strategies.
- Ensure safety, quality and operational standards are embedded and maintained across all delivery activities.

Position Requirements

Essential	<ul style="list-style-type: none"> • Demonstrated experience in project or contract delivery roles with commercial accountability. • Strong understanding of contract management, including variations, claims and performance obligations. • Proven ability to manage multiple stakeholders and deliver outcomes in complex operating environments. • Sound financial and risk awareness, with experience managing budgets and delivery performance. • Strong communication, negotiation and problem-solving skills.
Desirable	<ul style="list-style-type: none"> • Experience in not-for-profit, infrastructure, environmental or service delivery sectors. • Experience working with government or large commercial contracts. • Formal qualifications in project management, construction management, engineering, business or a related discipline.

Key Performance Indicators

Specific performance targets and achievement measures for the role are determined annually and reviewed as part of Greening Australia's Performance Development and Review process. KPIs are documented in individual My Action Plans (MAPS) and aligned to the Annual Business Plan.

Competency Framework

The Greening Australia Competency Framework identifies the skills and behaviours required to successfully deliver the accountabilities and outcomes of this role. Core competencies aligned to Greening Australia's values include:

Knowledge and Capability
 Accountability
 Communication
 Collaboration
 Project Management
 Commercial Acumen
 WHS Leadership

