



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Portfolio:** Budget, Procurement, Investment  
and Finance

**Division/Business Unit:** Procurement ACT

**Branch:** Goods and Services

**Section:** Contracts and Contract  
Management

**Position Title:** Senior Director, Contracts and  
Category Management

**Position Number:** P18888

**Classification:** Senior Officer Grade A (SOG A)

**Location:** Level 1, 220 London Circuit,  
Canberra ACT 2601

**Last Reviewed:** April 2024

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

**Treasury**, within CMTEDD is responsible for collecting and managing taxation revenue; managing the Government's financial assets and liabilities, including superannuation liabilities and investments; as well as providing advice to the Government and ACT agencies on the Territory's budget and financial management, economic and revenue forecasting and policy, federal financial relations, accounting policy and insurance for Territory risks, statutory reporting and incident and claim management. Treasury also has oversight of the ACT Government procurement framework, including leading and coordinating a whole of government procurement reform program, providing advice on procuring goods and services and management of whole of government contracts.

## STREAM OVERVIEW

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The **Budget, Procurement, Investment and Finance (BPIF)** stream within Treasury is made up of four sub-groups.

- **The Finance and Budget Group (FABG)** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.

- **Procurement ACT** is responsible for the development and implementation of whole- of- Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.
- **Investments and Borrowings (IB)** is responsible for the management of the ACT’s assets and liabilities including superannuation liabilities and investments.
- **Shared Services Finance (SSF)** is responsible for providing essential services to ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.

## **BUSINESS UNIT OVERVIEW**

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Procurement ACT is responsible for:

- leading and coordinating a procurement reform program across the ACTPS;
- managing and developing the legislation and policy that underpin the ACT Government’s procurement framework ensuring it is aligned to the needs of the Territory;
- uplifting procurement capability across the service by offering a range of training and knowledge sharing opportunities, including by coordinating a procurement community of practice and procurement eNewsletter;
- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations;
- representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements;
- working in collaboration with the ACT Government’s Better Regulation Taskforce to reduce barriers faced by Small to Medium Enterprise in accessing ACT Government procurement opportunities;
- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement;
- supporting Territory Entities in undertaking low risk goods and services procurements by providing guidance and templates;
- developing and maintaining templates and standardised procurement guidance, documentation and processes to support all procurement; and
- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet.

Procurement ACT comprises two branches – the Procurement Goods and Services (G&S) Branch, and Policy and Capability Branch.

The G&S Branch has currently two Sections – Sourcing, Advice and Supply (SAS), and Contracts and Category Management (CCMT). This position is part of the CCMT section.

- The **Sourcing, Advice and Supply Section** is responsible for:
  - providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement;
  - supporting Territory Entities in undertaking their own procurements by providing a Help Desk which responds to ad hoc questions, supports the release and closing of tenders and publishes notifiable contracts; and
  - supporting suppliers and the public through the Help Desk, including in relation to submission of tenders, inquiries, and complaints.
  
- The **Contracts and Category Management Section** is responsible for:
  - applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet (currently, 14 arrangements); and
  - administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements.

## WHAT THE TEAM DOES

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Procurement ACT is in the process of identifying and prioritising system improvements which support more effective and efficient procurement management for both government officers and suppliers. To this end, a strategic pathway is needed to transition the organisation towards integrated / automated technology and data management (rather than disparate, highly manual processing systems). Strategic objectives include:

- providing digital services to businesses which are simpler, cheaper and faster;
- designing digital services for both purchasers and suppliers which are adaptive, so changes can be implemented quickly and easily;
- delivering, where possible, procurement services from a single point of contact;
- basing procurement services on shared data (e.g. people, businesses, locations and assets) so suppliers would not have to repeatedly provide the same information); and
- sharing procurement information internally via the Territory's data-lake (in line with the Territory's overarching Digital Strategy).

The G&S Branch have existing digital procurement systems that need review in the context of the above strategic objectives to determine the need for adaptation, integration, or opportunities for improved functionality or application. These systems include, but are not limited to, the Tenders ACT portal, panel management portal (currently supplied by VendorPanel), Power BI and SharePoint. A key focus will be to apply a systemic 'whole-of-service' approach to reporting, information management, process improvement and access to services.

The CCMT within the G&S branch is responsible for the development, execution, and management of WhoG contracts across all ACT Government Directorates. The CCMT role includes the category management of clustered WhoG contracts (including cross-directorate facilitation to identify common requirements and bundling opportunities), market analysis, detailed procurement strategy development and execution, and active contract management including performance evaluation.

Team members are required to undertake data analysis, interjurisdictional research, industry and stakeholder consultation, contract administration, reporting, and facilitation of workshops and meetings with industry stakeholders and across government. They will also work with stakeholders to undertake improvement initiatives, explore panel proposals, and collaborate with the Sourcing Advice and Supply team to deliver Branch outcomes.

## **WHO ARE WE LOOKING FOR**

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The Senior Director (SOG A) reports to the Executive Branch Manager (EBM) who leads the G&S Branch. The Senior Director will be required to establish and maintain whole-of-government arrangements through effective performance-based contract management (as both owners and advisors); and for effectively contributing to the planning and transitioning of the G&S Branch and managing amendments under the Procurement Reform Program.

The CCMT is currently a team of 9 staff managing 20 whole of government arrangements across broad category areas, namely, the Energy portfolio, Workforce Services portfolio and the Travel, Finance and Stand-alone contracts portfolio.

A key aspect of the role is overseeing the program management of the suite of arrangements to ensure that market testing is well planned and executed ahead of contract expiration.

In line with the overarching intent to transition G&S from a compliance based, transactional model to a strategic procurement approach, the Senior Director will also be required to build staff knowledge and skills in strategic, performance-based contract management (including, for example, preparation of performance-based approach to market and evaluation documentation, contract management plans, then actively contract manage resultant arrangements). Accordingly, the successful applicant will have demonstrated experience in these areas, including staff capability building. You are a strong leader with relevant senior management experience in performance-based contract management and/or strategic procurement. You are agile and responsive, and able to identify / prioritise issues and implement solutions based on your strong understanding of relevant legislation, policies and client needs.

You have strong influencing, negotiation and engagement skills, and experience in building and using relationships and networks with internal and external stakeholders. You bring people on board with your ideas and motivate them to bring their best to their role, whilst supporting their professional development. You will form part of the management team, helping to model desired behaviours, support, lead, motivate and develop staff, and address staff performance matters early, should they arise.

You show initiative, sound judgement and personal drive, and can think on your feet. You work effectively under pressure and in a changing environment to deliver high-quality advice and outcomes that align with the big picture. You contribute to the stewardship of G&S and the broader Directorate through active involvement in management decision making and representational activities.

## **DUTIES / RESPONSIBILITIES**

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1. Build and manage an effective contract management team to deliver timely, high quality, strategic, accurate and responsive advice and support for the procurement and supply of goods and services on behalf of the ACT Government.
2. Manage the operations of a team, ensuring appropriate HR administration and performance management, workforce development, collaborative practice and controlling

operational workflow. Provide effective supervision and coaching in procurement and contract management skills development to an assigned team of officers to produce high quality advice and documentation outcomes.

3. Provide effective and practical contribution and management to the planning and transitioning of the G&S Branch - relating to CCMT under the Procurement Reform Program.
4. Effectively plan and lead a portfolio of multiple Whole of Government arrangements (including Training, Creative Services, Contingent workforce services, Gas supply, Electricity supply, Fleet Services, Stationery) to support the Territory's strategic objectives such as achieving value for money outcomes, and supporting procurements which promote social, sustainable, digital, indigenous and local participation.
5. Effectively apply procurement and contracting principles, as well as legal advice, legislative rules, policy and governance in order to ensure their team facilitates workable, defensible solutions for procurement projects. When and where required, direct or assist in applying appropriate project management/ delivery approaches to enable multiple concurrent projects and/or changing requirements to be effectively managed and delivered within agreed deadlines. This includes being able to forecast/identify/prioritise issues and implement practical solutions, including knowing when to escalate to SES level.
6. Promote the Branch's objectives and values through direct and indirect activities, such as appropriate, accurate and comprehensive representation and communication when preparing and finalising briefs, liaising with stakeholders, developing and delivering presentations, guidelines and training material on a range of procurement and contract management topics.
7. Support the Territory's strategic objectives such as achieving strong value for money outcomes, and supporting procurements which promote social, sustainable, digital, indigenous and local participation.
8. Other duties as required.

## SELECTION CRITERIA

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1. **Team Leadership** – Extent to which the applicant demonstrates strong relevant senior management experience and strategic thinking, including ability to motivate and build staff capability, allocate and manage work allocation, identify and unlock efficiencies and effectively undertake performance management, as well as providing strong leadership to team member and the branch. An ability to work effectively with the team members to support their operational needs and the broader objectives of the organisation.
2. **Technical** – Extent to which the applicant demonstrates strong skill and knowledge of procurement and contract management (e.g. ability to interpret and apply public sector procurement principles, legislation, policies, and procedures to achieve value for money outcomes; approach to market documentation development; performance-based contract development, negotiation and management).
3. **Change** – Extent to which the applicant demonstrates ability to effectively lead and drive organisational change and reform, and ability to be professionally adaptable / agile / responsive to changing requirements (e.g. industry / subject matter changes / corporate).
4. **Communication** – Extent to which the applicant demonstrates highly developed communication skills (including written and oral communication skills, brief writing, liaison,

presentation, influencing, negotiation and representational skills). This includes the applicant's ability to communicate accurately and with influence, effect change and to build /maintain positive professional relationships with internal and external stakeholders and adjust their style to suit different stakeholders and team members.

5. **Solutions / Delivery / Analysis** – Extent to which the applicant demonstrates critical thinking and a strong ability to effectively plan for and understand and analyse differing requirements (be they executive, corporate, client, staff needs), identify risks / issues, and develop appropriate solutions in a timely fashion.
6. **Corporate** – Extent to which the applicant demonstrates a strong understanding of public service values covering ethical standards, and demonstrates self-awareness, initiative, drive, professionalism and a proven commitment to Respect, Equity and Diversity in the workplace, as well as the Directorate's Work Health and Safety policies, procedures and responsibilities.

## Behavioural Capabilities

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As a senior position within the business unit, the successful applicant should have strengths in all six of the CMTEDD core capabilities:

- Service Delivery;
- Team Work;
- Achieves Results with Integrity;
- Leadership;
- Thinking and Innovating; and
- Agency Specific Knowledge.

## ADDITIONAL INFORMATION

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Relevant tertiary qualifications would be an advantage, including a Certificate VI Advanced Diploma of Government (Procurement & Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications for example in law, commerce, business administration or the equivalent or evidence of study.

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Senior Director (P18888) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally

Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never

Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never