



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: Sourcing, Advice and Supply

Position Title: Senior Director, Sourcing,
Advice and Supply

Position Number: P01923

Classification: Senior Officer Grade A (SOG A)

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

Last Reviewed: April 2024

DIRECTORATE OVERVIEW

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

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

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 Branch, and Policy and Capability Branch.

The Goods and Services branch has currently two Sections – Sourcing, Advice and Supply (SAS), and Contracts and Category Management (CCMT). This position is part of the SAS 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

The Sourcing, Advice and Supply team (SAS) actively works with Directorate clients to manage procurements in relation to a wide range of goods and services. The SAS team is principally involved in delivering procurements outside of Whole-of-Government arrangements.

The SAS team provides high quality analysis, support and advice on procurement strategy and process to the Directorates across the ACT Government. The team manages complex procurement projects and supports the tendering and evaluation process as well as providing support and guidance to Directorate business areas on procurement and contract issues. The SAS team does not actively undertake contract management.

WHO ARE WE LOOKING FOR

The Senior Director (SOG A) reports to the Executive Branch Manager (EBM) who leads the Goods and Services Branch. The SOG A has the role and responsibility for undertaking the management of a team of procurement officers for SAS B (or an alternative team that may be assigned by the EBM), delivering advice and facilitation of complex procurement projects to a collective group of Territory directorates and agencies; and for effectively contributing to the planning and transitioning of the Goods and Services Branch to a tiered serviced delivery model and the management thereof, under the Procurement Reform Program.

We are seeking a seasoned procurement professional with a strong customer centric approach to their practice. You will be experienced and familiar with procurement processes and enjoy working in partnership with others to deliver procurement processes from documentation development through to contract execution tasks. The successful candidate will have a high degree of emotional intelligence, being able to adjust your communication style for different audiences, engendering trust in your leadership with both Territory clients and team members.

In addition to procurement project skills, we are looking to develop Branch skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually

updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice, documentation and outcomes that align with strategic business and the Territory's procurement goals.

The SAS team carries a significant business as usual workload and team members must be able to effectively manage multiple procurements (or procurement activities) concurrently. Consequently, at the SOG A level it is important that you can identify / prioritise issues, identify and unlock efficiencies, effectively allocate and manage work allocation and delivery, and effectively delegate and support the implementation of practical solutions to meet the Branch and Territory client needs. The SOG A must also have a strong political awareness and understand when to matters need to be reported or escalated.

We are looking for people with strong influencing, negotiation and engagement skills, as well as experience in building and using relationships and networks with internal and external stakeholders.

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.

DUTIES / RESPONSIBILITIES

1. Build and manage an effective team to deliver high quality, strategic, accurate, 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 procurement team, ensuring appropriate HR administration and performance management, workforce development, collaborative practice and controlling operational workflow. Provide effective supervision and coaching in procurement skills development to an assigned team of procurement officers to produce high quality advice and documentation outcomes.
3. Provide effective and practical contribution and management to the planning and transitioning of the Goods and Services Branch to a tiered serviced delivery model and management thereof under the Procurement Reform Program.
4. Provide strong leadership and expert advice to clients on a range of complex procurement projects to deliver quality project outcomes on time and on budget, and lead by example to build a positive culture of collaboration and customer service, supporting team members in adopting this approach to their procurement practice and work behaviours.
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. Assure their procurement team produces high quality documentation across the procurement lifecycle and reporting information as required, such as briefing material, communication artefacts, status updates etc.

7. Promote the Branch's objectives and values through direct and indirect activities, such as appropriate representation and communication when liaising with stakeholders, developing and delivering presentations, guidelines and training material on a range of procurement and contract management topics.
8. 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.
9. Other duties as required.

SELECTION CRITERIA

1. **Team Management and Contribution** – Extent to which the applicant demonstrates effective leadership and staff management skills 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. **Communication** – Extent to which the applicant demonstrates highly developed communication skills (including written and oral communication skills, liaison, presentation, influencing, negotiation and representational skills) to represent the branch as required. This includes the applicant's ability to communicate 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.
3. **Delivery** – Extent to which the applicant demonstrates a strong ability to understand and develop and review documentation for, complex procurements. Key skills are to include the ability to analyse differing requirements (be they corporate, client and staff needs), identify risks/issues, and advise on appropriate solutions in a timely fashion. This includes being adaptable, agile and responsive to changing requirements (e.g. subject matter, industry/client, or corporate changes), work independently and able to actively deliver successful outcomes to complex procurement issues and projects.
4. **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).
5. **Technical** – Extent to which the applicant demonstrates an ability to effectively apply high-level procurement skills and knowledge across a variety of goods and service procurement projects (e.g. an 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).
6. **Corporate** – Extent to which the applicant demonstrates a strong understanding of public service values covering ethical standards, and demonstrates strong 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

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

Educational and professional qualifications checks and /or police and security may be undertaken prior to employment.

Relevant tertiary qualifications of interest include a Certificate IV in Government (Procurement & Contracting) or a Certificate VI Advanced Diploma of Government (Procurement & Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications 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

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director (P01923) 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	Frequently

STANDARD HOURS	FREQUENCY
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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

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

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

MANUAL HANDLING	FREQUENCY
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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
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	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never