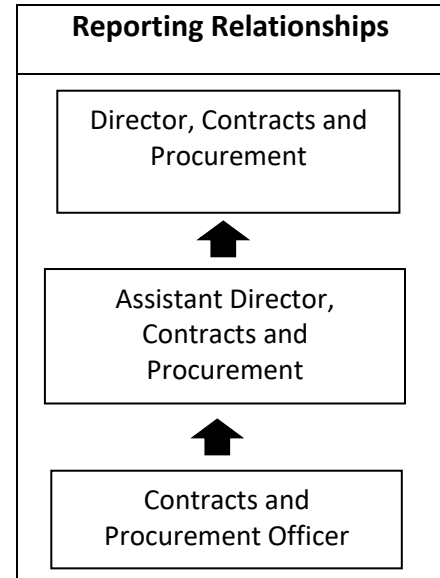




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Corrective Services
Branch	Corporate Services
Position Number	P11242
Position Title	Contracts and Procurement Officer
Classification	Administrative Services Officer Class 6
Location	Canberra City
Last Reviewed	May 2026



The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people’s legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

ACT Corrective Services (ACTCS) is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: **Respect | Integrity | Collaboration | Innovation | Dignity**

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BRANCH OVERVIEW

The Corporate Services Branch encompasses specialist functions that are essential to the effective delivery of ACT Corrective Services. It is responsible for providing key administrative and strategic support across the organisation, covering the following business areas:

- **Information, Security and Business Solutions**
- **People and Culture**
- **Finance and Business Services**
- **Organisational Capability Unit (OCU)**
- **Strategy, Data and Research (SDR)**

Corporate Services functions work collaboratively across ACTCS to support the Commissioner and the operational areas of the agency, ensuring alignment with strategic priorities and the efficient delivery of services.

The **Finance** unit is located within the Corporate Services Division and is responsible for financial management for ACTCS.

The Finance unit provides financial support services to all divisions of ACTCS through the oversight of a range of financial functions including budget management, financial reporting, asset management, contract management, procurement and purchasing, accounts receivable, accounts payable, and the management and operation of the Detainee Trust Account.

POSITION OVERVIEW

As Contracts and Procurement Officer you will be a primary point of contact for all ACTCS's procurement needs. You will work, with support from the Assistant Director - Contracts and Procurement, across a wide range of procurement and contract management elements including procuring goods and services for the Territory's only prison, the Alexander Maconochie Centre, procurement of corporate services, capital works and construction projects, facilities management and management of ACTCS's vehicle fleet.

In this role you will have the opportunity to engage with stakeholders across ACTCS, the Justice and Community Safety Directorate, the ACT Government as a whole and neighbouring jurisdictions; the role will include a significant level of engagement with Procurement ACT.

This role will offer the opportunity to work in an exciting and challenging environment with tangible impacts on detainees and the wider community, manage your own priorities and outputs, and directly supervise staff within the team.

WHAT YOU WILL DO

Under the limited direction of the Assistant Director, Contracts and Procurement, the Contracts and Procurement Officer will:

1. Assist in the development, delivery and of procurement activities and contract administration for ACTCS. This will include providing advice, guidance, and support to officers within ACTCS.
2. Assist in the development and maintenance of procurement and contract management related documents, including less complex advice and reports, contract management plans, user reference guides, general correspondence.
3. Maintain a procurement and contracts compliance framework and procedures manual. This includes financial reporting against contract KPI's, contract health checks, ensuring governance on process and approvals and maintaining administrative records in accordance with the *Government Procurement ACT 2001 (ACT)*, *Financial Management ACT 1996 (ACT)* and the *Territory Records Act 2002 (ACT)* including maintaining contract registers to ensure accountability and audit.
4. Under supervision, identify and manage contracts and procurement projects.
5. Autonomously manage basic purchasing for ACTCS, raising requisitions, distributing purchase orders to suppliers, and liaising with internal and external clients to ensure order fulfilment.
6. Assist the Director with other work in the Unit to ensure the objectives of the ACT Corrective Services are achieved, including administrative support as required.
7. This position involves direct supervision of one staff member.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in delivering end-to-end procurement and contract management in the Public Sector.
2. Demonstrated project management skills, including the ability to manage multiple stakeholders, balance competing deadlines and priorities, and respond to change.
3. Develop and apply work knowledge, legislation, agency policy, procedures and guidelines to achieve organisational outcomes.

Behavioural Capabilities

1. Cultivate productive working relationships to achieve individual, team and /or organisational objectives; and
2. Ability to operate in demanding work environments, contribute to improved ways of working and engage with or create 'new thinking' at work.

Compliance Requirements/Qualifications

1. Formal qualifications in Procurement and Contracting, is desirable for this position
2. Driver's license Class C is essential.
3. This position does require a pre-employment medical
4. This position does not require a Working with Vulnerable People Check.
5. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
6. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Contracts and Procurement Officer (position number 11242) and indicates how frequently each of these requirements would be performed. Please note that ACTPS 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	Occasionally
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)	Frequently
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	Never
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	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
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

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