

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Procurement and Contracts Officer

Classification: Administrative Service Officer 6

Position number: P47383

Division: Strategic Finance and Business Services

Business unit: CED Central Procurement Team (Governance)

Location: 480 Northbourne Avenue, Dickson

Reports to: Director, Governance, Reporting & Insourcing

Date last reviewed: October 2026

Position requirements: Nil

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW



The Procurement and Business Operations (PABO) Branch delivers key corporate services for the City and Environment Directorate (CED), covering procurement, insurance and information access, sustainability, asset policy, facilities and fleet management.

The CED Central Procurement Team (CPT) is the first point of contact for procurement and contract management, providing advice across the full procurement lifecycle, including planning, panel management, exemption reviews and negotiations. CPT also leads governance functions such as procurement reporting, framework development, guidance material, whole-of-government reform implementation, assurance reviews, internal audits and executive reporting. The team oversees CED's grants and insourcing frameworks.

The Sustainability, Assets, Facilities and Fleet team manages around 1,200 fleet vehicles, including leasing, procurement, disposal and administration, and supports approximately 70 CED sites to ensure facilities and depots are safe and fit for purpose.

The Insurance and Information Access team coordinates insurance and claims, Freedom of Information and Open Access disclosures, Standing Orders, 213A requests and Executive Document Releases.

BUSINESS UNIT OVERVIEW

The Central Procurement Team (CPT) is the first point of contact for procurement, contract, grant and insourcing advice across CED. CPT provides end-to-end procurement support, commercial advisory services, panel and contract management, governance, reporting and capability uplift. The team also oversees development of the annual procurement plan, accreditation implementation, probity guidance, notifiable contracts and invoices reporting, and supports internal audits and assurance reviews.

POSITION PURPOSE

The Procurement and Contracts Officer undertakes a range of procurement governance activities through assurance assessments during the CED contract notification process. Team members work with Business Units to develop and implement process improvements and achieve improved compliance.

The position regularly and consistently collaborates across the directorate including the CED Central Procurement team and the CED Finance team in relation to the P2P finance system.

This position works collaboratively across functions to model respect, accountability and customer service excellence. The ideal candidate applies sound judgement to draw on the right skills in a contextually and environmentally appropriate manner, align performance and develop capacity to achieve organisational objectives. They model commitment to continual learning and participate in ongoing development.

DUTIES / RESPONSIBILITIES

This position is required to undertake duties, under limited direction from the Director, including but not limited to:

- Promote awareness and compliance with ACT government and CED policies and principles, including procurement and contract management guidelines and procedures.
- Provide advice and support to CED staff for procurement and contract management activities, including participation in strategic planning for procurement and contract management activities across CED.
- Monitor and manage CED contract management registers and reporting systems with CED business units.
- Develop and maintain effective working relationships with internal and external stakeholders, including solicitors (CED and GSO), Procurement ACT and CED contract managers.
- Undertake assurance review functions, including liaison with business units, requesting, and reviewing documents and data in relation to procurement and contract management practices, and drafting reports of findings regarding compliance.
- Ensure procurement, risk and contract management planning and record keeping functions are adhered to throughout the procurement lifecycle and maintained for the term of contracts where assistance is provided.

Working within an Activity Based Working Environment and promoting positive work culture.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated understanding of procurement and contract management guidelines, procedures, and frameworks in a complex operational environment, with a sound understanding of ACT Government procurement and contract requirements.
2. Demonstrated experience in procurement and contract management activities, including an understanding of procurement and contract administration.
3. High-level oral and written communication skills including the capacity to work in a small team, negotiate with clients, government agencies, and external bodies, and demonstrated ability to consistently provide high quality customer service to external stakeholders and internal staff.

4. Ability to work under limited direction, including experience in planning, prioritising and organising work for self and others to achieve goals and deadlines.
5. Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills

- Proficiency, or an ability to quickly obtain proficiency, in Objective.
- Proficiency in Microsoft Office Suite (e.g., MS Word, Excel, and Outlook).
- Training in procurement and/or contract management is highly desirable.

Behavioural Capabilities

- High-level oral and written communication skills including the capacity to work in a small team, negotiate with clients, government agencies, and external bodies, and demonstrated ability to consistently provide high quality customer service to external stakeholders and internal staff.
- Ability to work under limited direction, including experience in planning, prioritising and organising work for self and others to achieve goals and deadlines.
- Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- This position does not require any qualifications.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.
- This position **does not** require a Working with Vulnerable People Check.
- This **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the indicates how frequently each of these requirements would be performed. Please note that CED 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	Never
Designated workstation	Never
<i>The position in an activity based work environment</i>	

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	Occasionally
Frequent paid 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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

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

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

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

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	Occasionally
Exposure to potentially distressing case material	Occasionally

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