POSITION DESCRIPTION

Directorate:	Education
Branch:	Strategic Finance and Procurement
Section:	Strategic Procurement
Position Title:	Director, OSHC, Licensing, and Community Use
Position Number:	P72103
Classification:	Senior Office Grade B (SOGB)
Immediate Supervisor:	Senior Director, Strategic Procurement
Location:	220 London Circuit, Canberra City
Last Reviewed:	October 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 94 public schools, including:

- 55 preschool to year 6 schools (including four Koori preschools);
- 12 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school;
- one year 7 to 12 school; and
- one outdoor education facility

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Infrastructure and Digital Services; Chief Operating Officer Group and Service Design and Delivery. The Directorate employs more than 7,000 staff including more than 4000 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at https://www.jobs.act.gov.au/about-the-actps and https://www.education.act.gov.au/.

ACT Government
Education

POSITION DESCRIPTION

CHIEF OPERATING OFFICER GROUP OVERVIEW

The Chief Operating Officer Group includes four branches: Strategic Finance and Procurement, People and Performance, Governance and Communications, Engagement and Government Services.

BRANCH OVERVIEW

The Strategic Finance & Procurement Branch supports the Directorate through integrated budgeting, financial management, procurement, and business support functions. It delivers strategic budgeting and reporting, provides financial management support to schools, strengthens procurement capability and compliance, and drives business improvement through coordinated support.

The Branch comprises Budgeting and Reporting (Internal and External), School Resourcing and Finance, Strategic Procurement, and Business Improvement and Support.

BUSINESS UNIT OVERVIEW

The Strategic Procurement team provides specialist advisory, governance and operational support services to ACT public schools and the Education Support Office. The team is responsible for a diverse portfolio of functions that support schools to access services, engage external providers, utilise school facilities and meet legislative and policy requirements. Through strong stakeholder partnerships, customer-focused service delivery and effective governance arrangements, the team enables schools to focus on delivering quality educational outcomes.

The team works collaboratively with schools, service providers, community organisations and government stakeholders to manage procurement, contract management, licensing and community use arrangements across the Directorate, ensuring compliance with legislation, policy and best practice.

The team achieves this through:

- providing procurement guidance and advice regarding obligations under relevant legislative and policy frameworks;
- supporting contract management activities, including negotiations, variations and supplier performance management;
- administering the Community Use of Schools Policy and associated facility access arrangements;
- managing the engagement and oversight of Outside School Hours Care (OSHC) service providers;
- establishing and managing licence agreements with centre-based services, including long day care providers;
- administering licence and hire agreements for canteen operators, community organisations and other third-party users of school facilities;
- identifying, establishing and managing panel arrangements that support school operations, including uniforms, stationery and school book suppliers;
- providing advice and support regarding the Secure Local Jobs Code (SLJC);
- developing and maintaining policies, procedures and guidance materials that support consistent service delivery;
- delivering projects and continuous improvement initiatives that enhance services provided to schools and stakeholders; and
- providing specialist advice and support to schools, executives and business areas on governance, compliance and service delivery matters.

ACT Government
Education

POSITION DESCRIPTION

WHAT YOU WILL DO

In accordance with Directorate Policies

1. Under limited direction, Lead the operations of the OSHC, Licensing and Community Use portfolio, including supervision, development and performance management of staff, to ensure the effective delivery of services, projects and business outcomes.
2. Contribute to the leadership and management of the Strategic Procurement team, supporting a collaborative and customer-focused approach to service delivery across all areas of responsibility.
3. Provide high-level advice and support on procurement, contract management, licensing, community use and governance matters, including the development and continuous improvement of policies, procedures and business practices.
4. Manage and oversee service provider, licence and contractual arrangements, including monitoring performance, compliance, risk and service delivery outcomes.
5. Build and maintain productive relationships with schools, service providers, community organisations, government agencies and other stakeholders to support the delivery of quality services and outcomes.
6. Provide advice and support to executives and senior managers, including preparing reports, briefs, correspondence and other documentation to support informed decision-making.
7. Undertake specific duties and/or projects related to the work of the Unit.
8. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

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 ability to lead and manage staff, resources and business activities to deliver high-quality services, projects and outcomes in a complex operating environment.
2. Demonstrated knowledge of, or the ability to quickly acquire knowledge of, procurement, contract management, licensing, community use and governance frameworks, and the ability to apply these to deliver practical business outcomes.
3. Highly developed communication, negotiation and relationship management skills, with the ability to build productive partnerships and provide professional advice to a diverse range of internal and external stakeholders.
4. Demonstrated ability to analyse complex issues, manage competing priorities, identify risks and develop practical solutions that support organisational objectives.
5. Demonstrated ability to prepare high-quality reports, briefings, correspondence and other written material, and provide clear and accurate advice to senior managers and executives.

Behavioural Capabilities

6. Demonstrated leadership capability, including the ability to foster collaboration, support staff, influence outcomes and contribute positively to workplace culture.

7. Demonstrated initiative, sound judgement and accountability, with the ability to deliver outcomes in a responsive and customer-focused environment.
8. Demonstrated professionalism, integrity and resilience, including a commitment to workplace diversity, inclusion, safety and wellbeing.

Highly Desirable

- Experience managing contracts, licence agreements and service delivery arrangements, including project delivery, stakeholder engagement and business improvement activities within a government environment.
- Experience undertaking procurement and contract management activities within a government environment, including the application of procurement legislation, policies, frameworks and governance requirements.
- Relevant tertiary or vocational qualifications would be advantageous, including qualifications in procurement, contract management, law, commerce, business, public administration or a related discipline. Examples may include a Certificate IV in Government (Procurement and Contracting), Diploma of Government (Procurement and Contracting), Advanced Diploma of Government (Strategic Procurement), equivalent qualifications, or the ability to demonstrate equivalent skills and experience.