



POSITION DESCRIPTION

Directorate: Education

Position Number: P67188

Division: System Policy and Reform

Classification: ASO5

Business Unit: Education and Care Regulation and Support

Location: Hedley Beare, Stirling

Position Title: Administration and Contract Officer

Last Reviewed 26 May 2026

DIRECTORATE OVERVIEW

The Education Directorate delivers high quality education services through government schools, registers non-government schools and home educated children; regulates ACT school CRICOS providers; and administers vocational education and training in the ACT.

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 demonstrate the related signature behaviours.

DIVISION OVERVIEW

System Policy and Reform is responsible for the provisions of strategic advice to the Minister and the Directorate on system, policy, and reform matters. The division is responsible for leading and delivery of system-wide reforms including the Future of Education Strategy, the Early Childhood Strategy, and Review of the Education ACT (2004). The division delivers quality data and analytics to inform school and system improvement and well-informed system-wide planning.

The division promotes a strong and collaborative culture through effective communication and links with internal and external partners and the broader community. Responsible for the provision of an impartial view regarding the system performance and an independent look at our system as a whole.

BUSINESS UNIT OVERVIEW

Education and Care Regulation and Support (ECRS) Branch is a business unit of the ACT Education Directorate. ECRS comprises Children's Education and Care Assurance (CECA) and Non-Government Education (NGE).

CECA fulfil the functions of the Regulatory Authority for education and care services (need an explanation of education and care services) in the ACT under the Education and Care Services National Law (ACT) Act 2011, Children and Young People Act 2008.

CECA promote the reform of the education and care sector by raising the quality of ECEC (Early Childhood Education and Care) services through assessment and rating against the National Quality Standard (NQS) and audits for compliance with the legislation.

NGE is responsible for the regulation, monitoring, registration and compliance of ACT non- government schools and ACT families who choose to home educate their children. NGE also regulates ACT school providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

POSITION OVERVIEW

Education and Care Regulation and Support Branch regulates and support over 360 education and care services, 590 home educated resident children, 48 non-government schools, and five ACT school CRICOS providers.

We are seeking a highly motivated administration and contract officer to work collaboratively within a team environment. The administrative and contract officer will play a critical role in processing payments and performance auditing and monitoring against contractual requirements, as well as administrative tasks supporting the operation of the Branch

The successful applicant will undertake a variety of executive and senior support responsibilities such as organisation of and attendance at meetings with suppliers and preparing reports. They will often be the first point of contact for the unit. The successful applicant will possess well-developed oral and written communication skills and have a proven ability to work within a busy work environment that has competing demands.

The position will initially have a designated workstation, but this may change as the ACT public service fully moves to an activity-based work environment.

- Deliver timely, accurate and effective administrative support, to
 - the senior leadership team including:
 - travel arrangements, coordination of meetings
 - finance/budget processes including payment of invoices, purchase orders and tracking the branch's budget in TM1
 - the branch including:
 - assisting with recruitment activities and 'on-boarding' of new staff
 - manage office equipment, and office stationery (repairs, monitoring, ordering, and routine maintenance)
 - managing fleet cars
 - internal and external stakeholders:
 - providing clear information and advice
 - making appropriate referrals.
- Manage and oversee the branch's Early Childhood Scholarship program.
 - Receipt of applications
 - Administering scholarship agreements
 - Processes claims
- Contract administration.
 - perform contract monitoring, administration, and compliance auditing.
 - process contract payments including payment of invoices, purchase orders and prepare timely and accurate financial reports.
 - collate records and data and draft of contractual performance reports.

3. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect,

integrity, collaboration and innovation and model behaviour consistent with the ACTPS Respect, Equity and Diversity Framework

4. This position does not involve direct supervision of staff.

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. Strong organisational skills including the ability to effectively manage workloads, to deliver high quality customer service and meeting workplace objectives within tight timelines and competing priorities.
2. Sound understanding of and ability to identify financial issues and apply financial management knowledge to inform decision making.
3. Knowledge of contract principles and the ability to identify contractual issues and ability to audit suppliers against contractual obligations and report on findings and recommendations.
4. Well-developed communications skills, both written and oral, and the ability to liaise with a range of stakeholders and actively promote an environment committed to quality customer service.

Behavioural Capabilities

1. Demonstrated high attention to detail and ability to comply with workplace standards and processes.
2. Proven capability to work as part of a team, to use own initiative and to work independently when necessary

Compliance Requirements / Qualifications

- Proven proficiency with Microsoft office products
- Demonstrated high level of oral and written communication

Highly Desirable

- Experience in the use of ACT Government financial systems e.g. TM1 or similar applications
- Experience of contract management or procurement.
- Current drivers' licence (to drive fleet cars when required)
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of administrative officer and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustments 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 (This position may become activity based)	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	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)	Occasionally
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	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	Never
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	Never

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