

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Contracts and Commercial Advisor

Classification: Senior Officer Grade C

Position number: P57983

Division: Strategic Finance and Business Services

Business unit: CED Central Procurement Team

Location: 480 Northbourne Avenue, Dickson

Reports to: Director, Governance, Reporting & Insourcing

Date last reviewed: September 2026

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 Assistant Director, Contracts and Commercial Advisor provides strategic and practical commercial support across procurements, contract development, risk assessment, negotiations and contract management for low to medium risk procurements. This role also includes the development and delivery of procurement, contract management and insourcing training materials across CED to uplift capability, alongside advisory services.

Reporting to the Procurement Governance Team with a dotted-line to support Operations, the role ensures the accurate and timely provision of commercial advice and guidance to stakeholders in the resolution of procurement and contract-related issues, and contributes to major commercial projects. Key responsibilities include:

- drafting and reviewing procurement and contract documents, templates and operationally focused materials,
- providing clear advice on commercial and contractual considerations,
- developing and delivering to commercially sensible, and contractually viable, outcomes for stakeholders,
- providing advice on options to enable delivery of projects in line with ACT Government objectives and timeframes,
- assisting and supporting negotiations with other agencies, external stakeholders and proponents to achieve positive client and directorate outcomes,
- undertaking research and analysis that underpins advice and recommendations on complex matters to support decision making,
- supporting and advising on appropriate contract management options, reviewing and providing guidance on risk to ensure arrangements are compliant and fit-for-purpose,
- supporting legal engagement with the ACT Government Solicitor's Office where matters are high risk, involve complex legal arrangements or require legal advice or bespoke drafting.

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

The primary responsibilities for this position are to deliver commercial, contractual and procurement advisory support across CED, including:

- Provide commercial and contractual advice to a range of clients to achieve outcomes that manage risk to the Territory and ensuring compliance with CED's statutory and legal obligations, particularly in relation to procurement;
- Maintain up-to-date knowledge of relevant commercial and contractual matters impacting CED to provide timely, accurate and practical advice aligned with legislation, policies and procurement frameworks;
- Understand and advise on contract development including contract interpretation and management; advise on commercial disputes and assist with negotiated outcomes;
- Build and maintain relationships with business units, external key stakeholders and proponents to deliver advice targeted to their needs operational and commercial needs;
- Manage competing priorities and interests in an environment of challenging workload demands and tight timeframes;
- Understand and apply legislative and procurement frameworks;
- Provide procurement governance and operational procurement support across CED, including developing and refining procurement processes, guidance materials and training; supporting Procurement ACT engagements as an advisor; supporting insourcing assessments and implementation; and providing practical operational procurement assistance as needed. Escalate high-risk or complex matters to Procurement ACT or ACT Government Solicitor, where appropriate;
- Contribute to Procurement and Business Operations reporting requirements and responses to Whole of Government requests for information and reporting; and
- Support Branch operations on an as needed, ad hoc basis.

This position **may** involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrates experience in commercial and contract matters, including:
 - The ability to interpret, analyse and advise on complex and long-term commercial contracts and support the development of contract terms that achieve value-for-money outcomes for the Territory;
 - an understanding of information law, privacy requirements and statutory obligations as they relate to procurement and contract management
 - the ability to interpret and apply relevant legislation, policy and procurement frameworks.
2. Demonstrated ability to interpret contract clauses and provide advice on effective commercial strategies, negotiating positions and the resolution of contractual or performance-related issues
3. Demonstrated capacity to analyse procurement and commercial issues, evaluate risks and provide clear, practical advice that supports compliance with legislative, policy and whole-of-government procurement requirements.
4. Highly developed oral and written communication skills, with the ability to communicate clearly, influence internal and external stakeholders, and deliver procurement and contract management training to build organisational capability, including training on identifying and managing contract and commercial risks.
5. Demonstrated ability to manage competing priorities and deliver high-quality work in a dynamic environment with challenging workload demands and tight timeframes.
6. Demonstrated understanding and commitment to the CED and ACTPS values, including respect, equity and diversity, workplace health and safety, industrial democracy and fostering a positive and inclusive working environment.

Behavioural Capabilities

- Service Delivery – provide high quality commercial, procurement and contract advisory services in accordance with policies, standards and procedures, program outcomes, and community/stakeholder needs.
- Interpersonal Skills & Teamwork –build strong working relationships through effective liaison, communication and coordination with internal business units, external agencies, suppliers and stakeholders. Demonstrate high-level interpersonal skills to work collaboratively and cooperatively with others, contribute to team outcomes and support capability uplift through contract management and procurement training, while complying with ACT Government policies and procedures.

- Thinking and Innovating – apply critical thinking, research and analysis to assess procurement and commercial risks, consider broader organisational and policy context, and develop practical, innovative solutions that support operational outcomes and sound commercial decision-making.
- Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent).
- While not a legal role, the ability to be admission to legal practice in Australia, or the ability to obtain a practising certificate, as a highly desirable requirement;
Demonstrated experience in procurement and contract management in the ACT Government context;
- Demonstrated experience in providing commercial and/or legal advice in a contractual and procurement context, preferably within the ACT Government;
- Relevant procurement qualifications (e.g. Certificate IV in Procurement or Advanced Diploma of Government (Procurement and Contracting)) or commensurate experience as highly desirable
To be eligible to apply for this role, you must be an Australian citizen.
- 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 role of Assistant Director, Contracts and Commercial Advisor (position number P57983) and 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	Occasionally
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	Never
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

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	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	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	Never
Exposure to potentially distressing case material	Never

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