

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Procurement Manager	Location: Fyshwick
Classification: Infrastructure Officer 3 (INFR3)	Reports to: Procurement Specialist
Position number: P58923	Date last reviewed: 12/08/2026
Division: City Services	Position requirements: Non-Identified
Business unit: Business Support	

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

City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths, and cycle paths. City Services also maintain many of Canberra's

lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights, and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Roads ACT comprises five teams that work closely together to deliver a variety of asset management activities.

- The Road and Path Network business unit looks after maintenance of traffic signals, traffic operations, the road resurfacing program, community path network and car parks.
- The Environment and Utilities business unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.
- The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.
- The Infrastructure Planning business unit develops the capital works program for new assets and looks after strategic asset management planning, infrastructure services planning and technical standards/specifications for infrastructure.
- The Business Support team provides the overall administration requirements of Roads ACT.

POSITION PURPOSE

The successful candidate will be responsible for drafting procurement documentation across the Roads ACT branch. The position will implement a continuous Strategic Procurement Plan that outlines a timeline for procurement activities (including meeting scheduled milestones and associated target dates) to ensure that replacement procurements are completed in sufficient time to continually deliver Roads ACT's maintenance programs.

The position will be responsible for leading and managing Roads ACT procurements. Roads ACT has an annual budget of around \$80 million and as many as 80 contracts under administration with an aggregate value of up to \$250 million. Roads ACT has around 50 procurement processes annually, ranging up to ten years in term and \$100 million in value.

Roads ACT is looking for candidates that have high-level experience procuring infrastructure related programs and projects. The role is best suited to candidates with a tertiary technical qualification related to infrastructure coupled with a qualification in procurement, project

management and contract management. Demonstrable experience leading high-value and high-risk procurements for infrastructure related programs is essential. Also essential, is a demonstrable understanding of and experience applying probity principles and procurement frameworks to a diverse set of procurements.

The role will ensure established procurement procedures are followed (Whole-of-Government procurement legislation/policies and CED Procurement and Contract Management Frameworks) in collaboration with Roads ACT's Program Directors within Roads ACT and CED Legal and Contracts team.

As a senior leader within CED, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective people engagement skills are a key enabler in the performance of this role as is a values based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Under limited direction and in line with corporate objectives, apply high order engineering, project management and procurement skills to a broad range of design, construction, operation/maintenance programs for Roads ACT.

DUTIES / RESPONSIBILITIES

1. Deliver a range of continuous high-risk/high-value (over \$200,000) infrastructure procurement projects from concept definition through to contract award, ensuring time and scoping targets are met.
2. Prepare procurement documentation, including scope of works, preparing cost estimates, milestone programming, procurement plan minutes, tender evaluation plans and risk assessments. Manage the establishment of Tender Evaluation Panels. Chair panels and produce polished Tender Evaluation Reports.
3. Undertake negotiations with preferred tenderers and manage the award of contracts and panel deeds following established approval processes. Provide de-briefings to unsuccessful tenderers. Ensure contracts are notified for registering in accordance with compliance requirements.

4. Adhere to CED Procurement and Contract Management Frameworks and Whole-of-Government procurement processes, considering optimal procurement delivery methods relative to the asset management program.
5. Ensure risk assessment includes contingency management and risk mitigation strategies throughout the life of the project.
6. As a member of tender evaluation panels, apply specialist procurement and technical knowledge to manage the day-to-day conduct of nominated procurement projects. Use infrastructure knowledge to review the technical content of tender documents and submissions for adequacy, compliance and fitness for purpose.
7. Liaise and build relationships with Government bodies, local authorities, various external organisations, and other relevant stakeholders as required.
8. Promote awareness of, and ensure compliance with, the principles of workplace diversity, participatory work practices and workplace health and safety.
9. This position currently does not involve direct supervision of staff though requires significant coordination with senior Roads ACT Program Directors, CED Legal and Contracts team members and administration staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated knowledge of procurement processes within the construction industry, and knowledge of statutory compliance requirements as they relate to construction works, operations and maintenance of infrastructure related networks.
2. Demonstrated experience managing high-risk infrastructure related procurement processes. Demonstrated ability to manage all aspects of procurement planning, development, implementation, and delivery for a range of complex projects related to the maintenance and operation of public infrastructure assets.
3. Demonstrated program, project, procurement, and contract management skills. Possess an ability to set clearly defined objectives, plan projects, identify and organise required resources, monitor performance against indicators, milestones and agreed standards.
4. Demonstrated ability to make judgements based on specialist expertise and analysis, producing workable solutions to a range of problems, and ability to write clearly, succinctly and in a well-structured manner.
5. Demonstrated ability to establish professional relationships. Develop and motivate a team by providing clear direction and nurturing talent. Manage conflict and gain agreement and commitment from others by persuading, convincing and negotiating evidence-based positions.
6. Demonstrated ability to prioritise competing demands; take responsibility, manage time effectively, display initiative and work independently.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project and contract management experience.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- Driver's licence (C Class) is essential.
- Knowledge/interest in Roads ACT's functions is desirable.
- Qualification in procurement/project management/contract management is essential.
- Demonstrated infrastructure procurement experience is essential.
- Tertiary qualifications in civil engineering and/or related technical disciplines is desirable.
- Relevant infrastructure related industry experience is highly desirable.
- This position does not require a pre-employment medical.
- 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 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
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	Frequently

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+	Never
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	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	Frequently