ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Portfolio: Treasury

Stream: Budget, Procurement, Investment and Finance

Division: Procurement ACT

Branch: Goods and Services

Section: Contracts and Category Management Team

Position Title: Director, Business Systems and Data

Position Number: P30439

Classification: Senior Officer Grade B (SOG B)

Location: 220 London Circuit, Canberra ACT 2601

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within Government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

Treasury, within CMTEDD is responsible for collecting and managing taxation revenue; managing the Government's financial assets and liabilities, including superannuation liabilities and investments; as well as providing advice to the Government and ACT agencies on the Territory's budget and financial management, economic and revenue forecasting and policy, federal financial relations, accounting policy and insurance for Territory risks, statutory reporting and incident and claim management. Treasury also has oversight of the ACT Government procurement framework, including leading and coordinating a whole of government procurement reform program, providing advice on procuring goods and services and management of whole of government contracts.

STREAM OVERVIEW

The Budget, Procurement, Investments and Finance (BPIF) stream within Treasury is made up of four sub-groups.

- The Finance and Budget Group (FABG) is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range

of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.

- **Procurement ACT** is responsible for the development and implementation of whole- of-Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.

- Investments and Borrowings (IB) is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

- Shared Services Finance (SSF) is responsible for providing essential services to ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.

BUSINESS UNIT OVERVIEW

We are looking for a candidate with an interest in procurement and contract management.

Procurement ACT is responsible for:

- leading and coordinating a procurement reform program across the ACTPS;
- managing and developing the legislation and policy that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory;
- uplifting procurement capability across the service by offering a range of training and knowledge sharing opportunities, including by coordinating a whole of service procurement community of practice and bimonthly procurement eNewsletter;
- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements;
- representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements;
- working in collaboration with the ACT Government's Better Regulation Taskforce to reduce barriers faced by Small to Medium Enterprise in accessing ACT Government procurement opportunities.
- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement;
- supporting Territory Entities in undertaking low risk goods and services procurements by providing guidance and templates;
- developing and maintaining templated and standardised procurement guidance, documentation and processes to support all procurement; and
- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet.

Procurement ACT comprises two branches – the Policy and Capability Branch and Goods and Services Branch.

WHAT WE DO – BRANCH OVERVIEW

Goods and Services Branch

The Goods and Services branch has currently two primary streams of work which are supported by the Procurement ACT Service Desk.

The **Contracts and Category Management team (CCMT)** is responsible for:

- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective Whole of Government **(WhoG)** arrangements, primarily listed on the Procurement ACT website
- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations.

The **Sourcing Advice and Supply (SAS) teams** are responsible for:

- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement (currently, approximately 200 projects per annum).

The **Procurement ACT Service Desk** is responsible for:

- responding to ad hoc questions, supports the release and closing of tenders, and publishes notifiable contracts
- suppliers and the public, including in relation to submission of tenders, enquiries, and complaints.

Officers in each stream will be supported to grow their procurement skills working across streams to deliver enhanced procurement outcomes for the ACT Government and the Canberra community.

WHAT THE TEAM DOES

Contracts and Category Management Team

CCMT is responsible for the development, execution, and management of WhoG contracts across all ACT Government Directorates. The CCMT role includes the category management of clustered WhoG contracts (including cross-directorate facilitation to identify common requirements and bundling opportunities), market analysis, detailed procurement strategy development and execution, and active contract management including performance evaluation.

Team members undertake data analysis, interjurisdictional research, industry and stakeholder consultation, contract administration, reporting, and facilitation of workshops and meetings with industry stakeholders and across government. They also work with stakeholders to undertake improvement initiatives and explore panel proposals. CCMT does not provide advice on procurement processes but works with the SAS team to deliver Branch outcomes.

WHO ARE WE LOOKING FOR

The Goods and Services Branch is seeking an experienced procurement professional with significant ICT experience and a customer-centric approach. The role is responsible for managing the existing procurement business systems contracts and associated reporting functions and support the Senior Director (CCMT) to build and manage an effective team to deliver high-quality advice and support for the provision of goods and services on behalf of the ACT Government.

Success in this role requires the ability to understand how a range of functions work together to support core business outcomes and procurement reform, and to effectively lead diverse responsibilities towards a shared objective. Understanding the needs of internal staff, directorate clients, contracted suppliers and broader industry and government stakeholders will be integral to successful systems development, integration, implementation and process improvement.

The successful candidate will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. They can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice, documentation and outcomes that align with strategic business and the Territory's procurement goals.

The successful candidate will form part of the management team and will model desired behaviours, support, lead, motivate and develop staff, and address staff performance matters should they arise.

WHAT YOU WILL DO

1. Promote effective data management practices across Procurement ACT and the broader ACT Government by improving the use of procurement data and systems, supporting government priorities, and providing analysis to inform business decisions.
2. Manage procurement business systems, including electronic tendering and contract notification systems, panel management systems, and whole-of-government Power BI reporting dashboard
3. Contribute to strategic system initiatives, including supporting the scoping of the future ERP solution and the development of business systems that align with the organisational objectives.
4. Support the Senior Director in leading a high-performing contract management team that delivers strategic, accurate and customer-focused procurement advice and support across government.
5. Foster a positive and collaborative team culture by leading through example and promoting strong customer service and professional procurement practices.
6. Apply procurement, contracting and governance principles to develop practical, compliant and defensible solutions that meet business and government requirements.
7. Lead and develop a small team, including workforce planning, performance management, staff development, workflow management, and mentoring procurement officers to deliver high-quality advice and documentation.
8. Represent and promote Procurement ACT's objectives and values through effective stakeholder engagement, communication, presentations, training, and the development of guidance material on procurement and contract management topics.

WHAT YOU REQUIRE

Technical

1. **Technical literacy:** Demonstrated data literacy, strategic analysis, and critical thinking skills to interpret data, distil issues, and communicate results to different audiences. Experience using reporting and data analysis software particularly Microsoft Office suite of applications, including Excel and Power BI.

2. Government frameworks: Strong understanding of government procurement frameworks, or ability to quickly develop this knowledge.

Behavioural

3. **Team management and contribution:** Strong staff management skills, including ability to motivate and build staff capability and effectively undertake performance management, while making a positive contribution as a team member themselves.
4. **Delivery:** Proven ability to work independently with limited direction and manage multiple priorities to effectively deliver outcomes, including team deliverables, procurement objectives, and organisational change.
5. **Communication:** Highly developed written and verbal communication skills, including the ability to prepare clear, evidence-based advice; present on complex strategic matters; and negotiate, influence, and build productive relationships with diverse internal and external stakeholders in a professional and persuasive manner.
6. **Corporate:** Demonstrated commitment to the public service values and ethical standards, with the ability to show self-awareness, initiative, drive, professionalism, and a proven commitment to respect, equity, and diversity in the workplace, as well as the directorate's work health and safety policies, procedures, and responsibilities.

Behavioural Capabilities

As a senior position within the business unit, the successful applicant should have strengths in all six of the CMTEDD core capabilities:

- Service Delivery;
- Teamwork;
- Achieves Results with Integrity;
- Leadership;
- Thinking and Innovating; and
- Agency Specific Knowledge.

ADDITIONAL INFORMATION

Relevant tertiary qualifications in ICT, procurement and project management would be an advantage.

Certificate VI Advanced Diploma of Government (Procurement & Contracting), or the ability to obtain certification based on prior experience, would be well-regarded.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Further information on working in the ACT Government can be found at: https://www.jobs.act.gov.au/work-with-us.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director (position number P30439) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Occasionally
Designated workstation	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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent 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)	Never
Working in a call centre environment	Never
Working directly with the public	Never

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never

Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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