

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director,
Procurement and Grants

Classification: Senior Officer Grade C

Position number: P34312

Division: Strategic Finance and Business
Services

Business unit: CED Central Procurement
team

Location: 480 Northbourne Ave, Dickson

Reports to: Director, Procurement
Operations

Date last reviewed: TBC

Position requirements:

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 Strategic Finance and Business Operations (SFBO) Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works reporting; strategic asset management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability; and emergency management and protective security. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance and Business Operations Division provides to the directorate, with a breadth of work that is diverse and interesting.

The SFBO Division is new, with a positive and people-focused culture to support business areas to deliver outcomes for the community in a cost-effective way.

BUSINESS UNIT OVERVIEW

The Procurement and Business Operations (PaBO) Branch provides essential services and support to each area within CED, including procurement, insurance and information access, asset policy, sustainability, facilities and fleet services.

The Central Procurement Team (CPT), sits within PaBO Branch and is the first point of contact for procurement, contract, commercial, 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 Senior Officer Grade C (Assistant Director, Procurement and Grants) reports to the Senior Officer Grade B (Director, Procurement Operations) to provide assurance to the executive that all procurements, grants and insourcing work within the Directorate are undertaken in accordance with the ACT Government legislation.

DUTIES / RESPONSIBILITIES

The successful candidate will be familiar with procurement processes and enjoy working in partnership with others. You will be self-motivated, have sound judgement and the capacity to build relationships and networks with internal and external stakeholders.

Under limited direction, the Assistant Director will:

1. Provide technical procurement and contract management advice and support to CED staff regarding low risk, low value procurements and contracts, including hands-on assistance as needed in the use of whole of government procurement systems (e.g. PUI, VendorPanel);

2. Undertake quality assurance checks on contracts and procurement processes, providing feedback to relevant business units to improve CED compliance with the ACT Government Procurement Framework;
 3. Develop and maintain strong collegiate relationships with colleagues across the Directorate. Liaise with government agencies and suppliers and assist in the development of procurements and contracts delivery.
 4. Provide project support, such as with the implementation of the P2P Contract Management module;
 5. Design and implement strategies to improve CED's performance in meeting whole of government procurement objectives, in particular the Aboriginal and Torres Strait Islander Procurement Policy;
 6. Assist with staff education and training related to procurement and contract management, both face to face and through provision of guidance materials and communications;
 7. Assist in the review and improvement of CED's procurement processes, templates, guidance and intranet page in line with changing legislation and whole of government policies;
 8. Provide leadership and demonstrate commitment to high quality customer service on all matters pertaining to procurement and contract management;
 9. Undertake other duties appropriate to this level of classification which contribute to the operation of the Directorate, including representing EPSDD in procurement forums, discussions and initiatives when the Director is absent.
 10. You will also have:
 - the ability to work within an Activity Based Working Environment and in a hybrid working arrangement;
 - an understanding of, and ability to 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.
 11. This position does involve direct supervision of staff.
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SELECTION CRITERIA (CAPABILITIES)

Please refer to the advertising materials for information on how to apply.

Assessment of candidates will be based on the extent to which they demonstrate the **skills**, **knowledge** and **behaviours** listed below in relation to the duties/responsibilities.

Skills

- Ability to interpret relevant ACT Government procurement legislation and policies comprising the Procurement Framework and explain their application to others. Including ability to develop good supplier relationships, monitor service delivery and compliance with agreement obligations and identify risks/issues.
- Demonstrated experience writing procurement and contract management guidance materials, templates with high attention to detail, briefs, correspondence and reports.
- Highly developed communication skills, including written and verbal communication skills, liaison, presentation, and representational skills.
- Ability to build and maintain positive professional relationships with internal and external stakeholders.
- Ability to undertake research and analyse complex and technical information and providing sound advice to senior managers.

Knowledge

- Demonstrated knowledge of the procurement lifecycle within ACT Government or similar environment.
- Demonstrated knowledge and experience of the Grant lifecycle within ACT Government or similar environment.
- Understanding of audit, risk management and quality assurance processes.
- Understanding of Business Management Systems (financial management, procurement and contract management).

Behaviours

- A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the Directorate, and proven ability to liaise with both technical employees and business users.
- Proven ability to work both independently and as part of a team, show initiative, analyse challenges and implement innovative solutions.

- Demonstrated ability to add value to the team, Division, CED and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.
- Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly Desirable:

- Demonstrated experience in procurement and contract management in the ACT Government context;
- Relevant qualifications such as the Certificate IV Procurement or Advanced Diploma of Government (Procurement & Contracting).
- 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.
- 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 position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Procurement, Grants and Insourcing (position number [P34312](#)) 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	Never
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never
<i>The position is 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	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	Occasionally

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	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	Never
Exposure to potentially distressing case material	Never

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