



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Stream: Treasury

Division/Business Unit: Procurement ACT

Branch: Procurement Policy and Capability

Position Title: Assistant Director, Governance and Accreditation

Reports to: Director, Governance and Accreditation (P32257)

Position Number: P32181

Classification: Senior Officer Grade C (SOGC)

Location: 220 London Circuit, Canberra

Last Reviewed: July 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 other 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, and providing advice to government and Territory 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 whole of government procurement reform, providing advice on procuring goods and services and management of whole of government contracts.

PORTFOLIO OVERVIEW

- Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure, finance, federal financial relations, accounting policy and insurance for Territory risks.
- Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and Shared Services Finance.

BUSINESS UNIT OVERVIEW

Procurement ACT comprises two branches – the Policy and Capability Branch, and Goods and Services Procurement Branch. Procurement ACT reports to the Treasurer. Procurement ACT is responsible for:

- Managing the ACT Government Procurement Framework (Procurement Framework) and ensuring it is aligned to the needs of the Territory;
- Uplifting procurement capability across government by offering a range of training and knowledge sharing opportunities, including by coordinating a whole of government procurement community of practice (PCOP) and quarterly procurement e-newsletter;
- Administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms;
- 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 goods and services procurement by developing and maintaining standardised guidance, documentation and processes; 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.

WHAT WE DO – BRANCH OVERVIEW

The Policy and Capability Branch has three sections which work closely together.

- **The Policy team** is responsible for:
 - Managing and developing the legislation and policies that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory.
 - Representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements.
- **The Capability and Engagement team** is responsible for:
 - Stakeholder engagement to drive procurement capability across Territory entities through a range of fora including the Procurement Community of Practice.
 - Developing, implementing and promoting procurement learning and development initiatives, including eLearning modules, to support procurement professionals across the services.

- **The Governance and Accreditation team** is responsible for:
 - Administering the Procurement Accreditation Program – Goods and Services Procurement (Accreditation Program), including through making recommendations about applications for periodic accreditation, providing secretariat support to the Government Procurement Board in relation to Accreditation Program, and conducting an ongoing assurance program.
 - Providing governance and secretariat support for the Government Procurement Board and other committees and boards.

WHAT YOU WILL DO

Are you ready to shape how procurement delivers value for the ACT Government?

The Assistant Director role reports to the Director and works closely with the Senior Director and Procurement ACT Executive and senior leaders. Working under limited supervision, the primary responsibilities for the Assistant Director, Governance and Accreditation role are:

- Managing the secretariat function for the Government Procurement Board and other committees, providing high-level secretariat support including liaising with Board members and proponents, planning, coordinating agendas and papers, preparing minutes, managing Ministerial appointments, and ensuring effective governance administration
 - Managing and contributing to the Accreditation Program, including preparing and managing program of work, developing documents including guidance information, governance documents and reports, advising on and managing responses, performance monitoring, and ensuring clear, consistent communication to support compliance and capability uplift;
 - Developing and maintaining effective working relationships, and driving collaboration and engagement with internal and external stakeholders;
 - Preparing high quality written documentation including templates, briefs, reports, advice, Cabinet submissions, and learning and development materials;
 - Data analysis and continuously improving the collation, reporting and analysis of Procurement ACT data;
 - Utilise computer programs including Microsoft Office suite, to deliver high quality outcomes;
 - Adhering to and promoting an awareness of the principles of the Respect Equity and Diversity Framework, Workplace Health and Safety, the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy, and fair workplace for all staff; and
 - Undertaking other duties appropriate to this level of classification which contribute to the operation of the Procurement Policy and Capability Branch and Procurement ACT more broadly.
-

WHAT YOU REQUIRE / SELECTION CRITERIA

Applicants should address the following selection criteria.

Professional / Technical Skills and Knowledge Capabilities

1. Sound understanding of the Procurement Framework, or the ability to quickly gain this understanding.
2. Demonstrated experience in, or capacity to develop, managing governance and/or committee functions within government, including engaging with executive and/or non-government members.
3. Demonstrated experience developing High quality written material such as Ministerial or Cabinet briefings, policy, guidance documents, stakeholder communications and research or options papers.
4. Demonstrated critical thinking and priority management skills, including the ability to quickly understand and analyse differing requirements, identify risks and issues, and develop solutions through the application of project management or organisational skills within a demanding work environment with tight and competing deadlines.

Behavioural Capabilities

5. Demonstrated leadership skills, including the ability to work effectively as part of a team and foster an inclusive culture, with proven results in allocating workloads, motivating staff, and building capability.
6. Demonstrated effective communication skills, including high quality written and oral communication with strong attention to detail and accuracy, and interpersonal and liaison skills, with a proven ability to establish and maintain productive working relationships with stakeholders, and effectively represent Procurement ACT and the ACT Government in internal and external forums.

Compliance Requirements / Qualifications

- Data analysis experience is highly desirable.
- Relevant tertiary qualifications and/or experience working in the fields of procurement, public policy, law or digital communications is desirable.
- Experience in using Excel and Power BI (including building dashboards), SharePoint, and/ or Squiz Matrix is desirable.

ADDITIONAL INFORMATION

This position does not require a pre-employment medical or a Working with Vulnerable Check.

Shortlisted applicants may be required to complete a short-written assessment and / or provide examples of work products as part of the application process.

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 and indicates how frequently each of these requirements would be performed. Please note that ACTPS 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

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 (ADOs)	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	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	Never
Exposure to potentially distressing case material	Never

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