

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Procurement Operations

Classification: Senior Officer Grade B

Position number: P36749

Division: Strategic Finance and Business Services

Business unit: CED Central Procurement team

Location: 480 Northbourne Avenue, Braddon

Reports to: Senior Director, CED Central Procurement team

Date last reviewed:

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 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 Director, Procurement Operations (SOG B) leads a delivery-focused team that plans and conducts procurements and grants and supports contract administration across CED within accreditation settings. The role assures probity and value for money, oversees market engagements and evaluations, manages variations/extensions and supplier onboarding, and provides practical commercial advice throughout the procurement and contract lifecycle.

DUTIES / RESPONSIBILITIES

1. Planning & Market Engagement

- a) Support business units to develop statements of requirement/specifications, procurement plans and evaluation plans aligned to accreditation and risk.
- b) Coordinate approaches to market (RFx) and manage evaluation logistics, including panel briefings, consensus and documentation integrity.

- c) Provide practical commercial advice on process, timing, and market approach; facilitate use of PUI/Procurement Hub/VendorPanel as applicable.

2. Probity, Threshold Compliance & Boards

- a) Ensure compliance with quotation/tender thresholds and exemptions; maintain defensible process records and probity protocols.
- b) Support business units to approach the Government Procurement Board (if required) and prepare quality submissions and briefings.

3. Contract Formation & Administration

- a) Guide negotiations, departures management and contract drafting for low–medium risk procurements, coordinating legal/probity inputs as needed.
- b) Manage variations and extensions; support administration including KPIs, deliverables tracking, performance reviews, notices and options exercise.
- c) Provide support on confidential text and single-select/selection-exemption briefs in line with legislation and policy.

4. Grants Support & Commercial Modelling

- a) Advise on grant program design (eligibility, assessment criteria, probity, reporting) and ensure alignment with governance requirements.
- b) Support commercial modelling (KPIs, performance regimes, indexation, benchmarking) to drive value for money.

5. Inclusion, Sustainability & Emergency Support

- a) Embed the Charter of Procurement Values and promote inclusion of Aboriginal and Torres Strait Islander suppliers in approaches to market.
- b) Provide procurement and contract services to emergency and biosecurity response functions as needed.

This position **does** 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. Knowledge of, or ability to quickly acquire, the ACT procurement framework (Government Procurement Act 2001, Charter of Procurement Values, directions and policies) and apply it to planning, sourcing and contract administration.
2. Demonstrated experience planning and delivering procurements end-to-end (planning → RFx → evaluation → negotiation → formation) with strong probity and records management.
3. Commercial acumen in contract models, performance frameworks, variations and options; practical negotiation and departures management experience.

4. Experience with procurement systems and data (ERP/P2P, eTendering, contract repository; PUI/Procurement Hub/VendorPanel) and accurate register/reporting practices (e.g., notifiable contracts/invoices).
5. Demonstrated ability to provide strategic advice on grants program design and commercial frameworks, ensuring robust governance, value for money, effective performance management, and successful delivery of CED outcomes and strategies.
6. Ability to lead and develop a small operations team and to build capability across directorate stakeholders.
7. Commitment to ACTPS values and to inclusive, ethical and sustainable procurement outcomes.

PROFESSIONAL / TECHNICAL SKILLS

1. Substantial hands-on experience in government procurement operations and contract administration.
2. Strong document quality assurance and evaluation documentation skills (plans, criteria, reports, consensus records).
3. Ability to design realistic procurement schedules and manage critical paths and risks.

Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualifications in procurement (i.e Advanced Diploma in Strategic Government Procurement), commerce, law or public administration are highly regarded.
- Probity/assurance training desirable; understanding of modern slavery/ethical treatment reporting obligations beneficial.
- Secure Local Jobs Code awareness (where applicable to categories).
- 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.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Procurement Operations (position number P36749) 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	Occasionally
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)	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	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