

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P66012

Division: Delivery – Places and Spaces

Classification: ASO6

Business Unit: Property Services & Operations
Planned Maintenance

Location: Fyshwick, Flexispace/Flexible
working arrangements

Position Title: Procurement Coordination Officer

Security Clearance Required: No

Last Reviewed: June 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.

- Leading the development, procurement and delivery of large-scale infrastructure projects for the ACT Government.
- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

Delivery Places and Spaces Group is accountable for whole of life asset management and maintenance and the delivery of property projects and programs.

This includes:

- Property and asset management and maintenance (reactive and planned)
- Commercial, leasing and licencing activities for Government and Community tenants
- Procurement and project management services for property and infrastructure projects
- Delivery of the Electrification of Government Gas Assets Program
- Delivery of the Cladding Rectification Program
- Delivery of the Public Housing Capital Program
- Management of the Canberra Theatre Redevelopment Program

The Group consists of industry professionals with the broad range of skills and expertise required to support whole of life asset management and the delivery of construction and property related projects. Delivery Places and Spaces work collaboratively with others to deliver welcoming and safe places and spaces for the community and Agencies.

BUSINESS UNIT OVERVIEW

What we do

The Property Services and Operations Branch is responsible for delivering both reactive and planned facilities maintenance services on behalf of the ACT Government. Our clients are ACT Government business units, not for profit and commercial service providers and the wider ACT community. To deliver these services we maintain a qualified trades workforce as well as procurement and contract specialists with technical expertise to deliver facilities and property management across the ACT Governments diverse place and space portfolio. The branch also provides the main intake and reception service for the organisation managing customer enquiries as well as allocation and management of tasks, repairs and maintenance requests requiring action. The branch supports the development of people into the industry through sponsoring apprentices.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our team includes staff with professional trades, customer service and real estate, building management, procurement and project management, administrative and management backgrounds. Our organisation exists to provide a high-quality centralised property management service in the ACT Government.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive service from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Government and Canberra community.
- The opportunity to work with passionate, innovative and experienced team with support for you to excel in the organisation and your role.
- A flexible workplace with modern fit out enabling activity-based work.
The opportunity to develop and grow in a government property focused organisation.

The team you will work in

The Property Maintenance Team ensures properties managed by the Branch and maintained on behalf of Directorates are repaired, inspected, maintained and upgraded by qualified and experienced staff and contractors. The team:

- Provides expert advice and guidance on building related issues including compliance, repairs and maintenance.
- Procurement and contract management of whole of government building maintenance services on behalf of directorates.
- Manages facility inspections, maintenance and repairs to ensure that buildings are fit for purpose, issues are identified and fixed.
- Ensures that act government owned buildings are fit for purpose and any compliance issues are identified and rectified.
- Manages planned upgrade works working closely with qualified building contractors to maintain and update properties.

The Property Maintenance Team works closely with qualified external contractors to undertake this work. The team ensures that goods and services are procured meeting ACT Government procurement policies, and that work performed is up to required legislative standards.

POSITION OVERVIEW

Property Services & Operations purchases a large volume of goods and services, including construction and trade services, for the maintenance, management and upgrade of ACT Government owned and managed properties. This role works within the organisation and team to ensure that procurements occur in a timely manner, in alignment with legislation and

regulation and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Procurement Coordination for Infrastructure Canberra managed service contracts and coordinates the procurement of required services.

WHAT YOU WILL DO

Under general direction, undertake work required to deliver the team's responsibilities and tasks which may include:

1. Assist with the coordination and management of multiple procurement activities across the full lifecycle, including planning, market engagement, tendering, evaluation, contract award and mobilisation, to support the delivery of maintenance and service contracts across the public property portfolio.
2. Assist with the preparation and coordination of procurement documentation, including Statements of Requirement (SOR), Request for Tender (RFT) documentation, evaluation plans and reports, ensuring compliance with ACT Government procurement legislation, policies, and probity requirements.
3. Monitor procurement pipelines, milestones and deliverables, identifying risks, issues and dependencies, and supporting timely procurement outcomes aligned with business priorities.
4. Liaise with project officers, technical specialists and internal stakeholders to clarify requirements, define scope, and ensure procurements are fit-for-purpose and achieve value for money.
5. Support tender evaluation processes, including coordinating evaluation panels, managing clarification processes, and documenting outcomes to inform delegate decision-making.
6. Assist in contract establishment and transition activities, including coordination of contract execution, onboarding of service providers and handover to contract management teams.
7. Identify and escalate procurement risks and issues, and contribute to briefings, reports and governance documentation to support informed decision-making.
8. Contribute to the ongoing improvement of procurement processes, templates and systems to enhance consistency, compliance and efficiency.
9. Maintain accurate and up-to-date records in procurement systems to support reporting, audit and governance requirements.
10. Demonstrate and uphold the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviours consistent with the Respect, Equity and Diversity framework.
11. Undertake other duties appropriate to this classification level that contribute to the effective operation of the team and organisation.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Experience in drafting procurement documentation, coordinating procurement activities, and undertaking tender evaluations in a government setting, ideally in the context of property and building management services.

2. Demonstrated experience in process improvement, preferably in a service-delivery environment and attention to detail in data entry, analysis and reporting
3. Excellent communication (written and verbal) and relationship building skills, including the ability to liaise and negotiate effectively with a range of stakeholders.

Behavioural Capabilities

1. Implement the quality policy and procedures as part of the roles and responsibilities of the position. Recognise and advocate Infrastructure Canberra's philosophy of continuous improvement, quality service delivery and being accountable for your own output.
2. Represent the interests of Infrastructure Canberra as a whole and engage with other business units to deliver a unified service to the ACT Government and the customers.
3. Behave with integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with clients and customers in a work health & Safety environment.

Compliance Requirements / Qualifications

Highly desirable

1. Relevant training and/or qualifications in procurement, contracting or property management are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Procurement Coordination Officer (position number P66012) 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation Note: This position is in an activity-based work environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

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	Occasionally
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
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Occasionally