



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P70905, 72291

Division: Pipeline, Capability and Estate

Classification: ASO6

Branch: Portfolio Performance and Procurement

Location: Canberra City

Position Title: Senior Contracts Officer and Senior Panels Officer

Last Reviewed: August 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 Yindymarra 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/BRANCH OVERVIEW

Pipeline, Capability and Estate Division consists of three branches that support and enable delivery across the Infrastructure Investment Lifecycle:

- Portfolio Performance and Procurement
- Strategic Advisory Office
- Planning Advisory

We provide:

- Strategic advice to government on major infrastructure project development and coordinate the Infrastructure Plan and Pipeline,
- Project management enabling and advisory services and portfolio reporting for capital works infrastructure projects,
- Services that support prequalification, procurement and contract management across Infrastructure Canberra,
- Specialist advisory services in project controls, governance, commercial and legal matters, scheduling and utilities stakeholder engagement to support the successful delivery of infrastructure projects across Infrastructure Canberra, and
- Strategic advice, coordination and support for early-stage infrastructure planning, project scoping and business case development to ensure projects are evidence-based, appropriately scoped and aligned with ACT Government frameworks.

Portfolio Performance and Procurement Branch

The Portfolio Performance and Procurement branch supports Infrastructure Canberra in the delivery of infrastructure projects by providing advice, tools, and assurance to support project delivery. The branch consists of the following functions:

- Contracts
- CAMPS System and Helpdesk
- Data and Reporting
- Panel Management
- Prequalification
- Procurement Support
- Project Quality.

BUSINESS UNIT OVERVIEW

Strategic Procurement, Contracts & Panels

The Team leads the Directorate's procurement, contracts, panels and procurement governance functions, providing strategic advice, assurance and oversight to support effective service delivery. Through policy development, procurement planning, contract establishment and management, supplier relationship management, reporting and governance, the section drives value-for-money outcomes, manages risk and ensures compliance with legislative and government requirements while building organisational procurement capability. The team oversees the lifecycle management of panel arrangements, providing expert advice on contract performance, compliance, risk management and supplier relationships to maximise delivery outcomes and promote consistent contract management practices across the Directorate.

POSITION OVERVIEW

Infrastructure Canberra 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, there is strategic oversight and coordination of procurement and contract activities and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Contracts Manager for Multi-directorate managed contracts. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management.

WHAT YOU WILL DO

As Senior Procurement, Contracts and Panels Officer, under general direction, undertake work required for the delivering the team's responsibilities and tasks which may include:

- Administer contractor compliance and performance management information, using business management systems to enter data, undertake analysis and develop reports.
- Support the program of procurement, contributing to issuing and managing requests for tender, managing continuing contracts, forward planning procurement activities, developing annual procurement plans.
- Support in drafting procurements, contracts and agreements, managing the procurement and contract execution process, contract and procurement reporting requirements, and fulfilling the administrative functions associated with these processes.
- Providing peer review advice on other contract officers' work as part of an in-house assurance procedure.
- Providing support to iCBR officers and partner directorates, specifically in relation to the information necessary for the formation of procurement processes, contracts, agreements, panels, and related contract matters.

- Contribute to the establishment and management of contract arrangements.
- Collecting data and providing input into PPP reporting requirements including responses to iCBR requests for information and reporting.
- Working collaboratively with PPP and iCBR teams to identify and implement updates to documents and templates (which are the responsibility of the Branch) or assist where procurement and contract input and expertise is required for document updates.
- Utilise computer programs including Microsoft Office suite, asset management programs, databases and property management programs to deliver high quality outcomes.
- Understand and 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.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation.
- This position may involve supervision of staff.

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. Demonstrated experience in procurement and contract management within a government or comparable environment.
2. Demonstrated analytical, reporting and problem-solving skills, including the ability to interpret information and identify opportunities for continuous improvement.
3. Demonstrated ability to manage competing priorities and deliver high-quality outcomes in a dynamic environment.
4. Well-developed communication and stakeholder engagement skills, including the ability to prepare documentation and provide advice to a range of stakeholders.

Behavioural Capabilities

5. Demonstrated ability to work collaboratively in a team environment, build productive working relationships with a diverse range of stakeholders, and adapt effectively to changing priorities, business needs and organisational environments.
6. Demonstrated understanding of and commitment to the ACT Public Service values and behaviours, including respect, integrity, collaboration and innovation, together with a commitment to workplace health and safety, equity, diversity, inclusion and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable

- Relevant training and/or qualifications in procurement, contracting or project management are desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	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)	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)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally

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	Occasionally
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required - Steel capped shoes - High visibility vest or clothing	Occasionally