



POSITION DESCRIPTION

Directorate:	Education
Section:	Strategic Finance and Procurement
Permanent/Temporary:	Temporary
Position Number:	PN16308
Classification:	Senior Office Grade C
Position Title:	Assistant Director, Strategic Procurement & Licensing Support
Immediate Supervisor:	Director, Strategic Procurement

DIRECTORATE OVERVIEW

The Education Directorate (the Directorate) is one of seven ACT Government Directorates established to achieve the ACT Government's priorities and to serve the community. The Directorate provides public school education from preschool to Year 12, regulates early childhood education and care services, and registers non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse, and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life

Our Vision: to be a leading learning organisation where people know they matter.

Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with more than 50,000 students attending 93 public schools. These include early childhood schools, primary schools, preschool to Year 10 schools, high schools, colleges, and specialist schools.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Infrastructure and Digital Services; Chief Operating Officer Group and Service Design and Delivery. The Directorate employs more than 7,000 staff including more than 4000 school teachers and leaders.

A link to the Directorate's organisational chart is

<https://www.education.act.gov.au/about-us/who-we-are>

CHIEF OPERATING OFFICER GROUP OVERVIEW

The Chief Operating Officer Group includes four branches: Strategic Finance and Procurement, People and Performance, Governance, and Communications, Engagement and Government Services.

BUSINESS UNIT OVERVIEW

The Strategic Procurement team provides a dedicated and central function for goods and services procurement for the Directorate. The team supports the Directorate in delivering procurement and contract management across all ACT public schools and the Education Support Office, ensuring compliance with legislation and consistency in best practice.

The team achieves this through:

- providing procurement guidance in relation to obligations under the legislative framework
- providing contract management advice, including negotiations and variations.
- Administering the community use policy
- Engaging outside school hours care providers
- Establishing licence agreements with other centre-based services, such as long day-care providers
- Licence and hire agreements for canteen providers and other community groups
- Identifying and engaging panel providers such as uniform, stationery and schoolbook packs
- Providing advice and support regarding the Secure Local Jobs Code (SLJC).

DUTY STATEMENT

In accordance with Directorate Policies

1. Provide advice on procurement principles, policies, legislation and administration to Education Directorate staff and stakeholders.
2. Provide advice on OSHC licensing arrangements and the administration of sourcing and renewals, including the engagement of outside school hours care providers and the establishment of licence agreements
3. Provide high quality, customer-focused service to a broad range of stakeholders, including but not limited to Education Support Office (ESO) staff, schools, and community organisations and group
4. Administer contracts with suppliers with responsibility to manage organisational and directorate compliance with contractual obligations. Monitor compliance and progress of service delivery in accordance with contractual obligations, including assessment of performance reports, financial reports and data collection.
5. Manage and develop Directorate policies and support services in relation to asset management and utilisation, including community use arrangements.

OFFICIAL

6. Undertake the preparation of reports, briefings and drafting of replies to senior management, ministerial and other correspondence including providing sound advice and support.
7. 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.
8. Undertake specific duties and/or projects related to the work of the Unit.
9. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorates Work Health and Safety system.

SELECTION CRITERIA

In addressing the Selection Criteria, the Applicant is requested to provide relevant examples against each criteria.

1. Demonstrated ability to apply procurement, licensing and contract management policies and processes, including the administration of licence agreements (e.g. OSHC arrangements). Including ability to develop good supplier relationships, monitor service delivery and compliance with agreement obligations and identify risks/issues.
2. Demonstrated ability to undertake research and analyse complex and technical information, providing sound advice to senior officers.
3. Demonstrated ability to work independently and within a small team that operates in a complex and dynamic environment while managing competing priorities.
4. Excellent written communication skills and interpersonal skills. Including the ability to develop productive, positive working relationships with internal and external stakeholders and development of a range of procurement and contract management documents, briefs, correspondence and reports.
5. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

Desirable:

6. Relevant tertiary qualifications would be an advantage, such as a Certificate IV in Government (Procurement and Contracting) or a Certificate IV in Government (Procurement and Contracting) or a Certificate IV in Government (Strategic Procurement).
7. Relevant experience working with Contract management and/or Licencing or Property Management within Government.