ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate: Justice and Community Safety

Division: *Emergency Services Agency*

Business Unit: *Assistant Commissioner Capability*

Position Title: *Assistant Director Procurement and Project Support*

Position Requirements: *Certificate IV or Diploma Procurement and Contract Management is highly desirable; a 'C' Class Driver's license is desirable*

Position Number: *P45728*

Classification: *Senior Officer Grade C (SOC)*

Location: *Fairbairn,* Ngunnawal Country

Last Reviewed: *23/09/2026*

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

DIVISION OVERVIEW

The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Services Agency undertakes to:

- provide emergency services 24 hours per day every day of the year
- provide its services efficiently and effectively within resource allocations
- ensure that compliance activity meets legislative standards on all occasions
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ESA Website http://www.esa.act.gov.au

BUSINESS UNIT OVERVIEW

The Capability Business Unit is responsible for providing enabling functions across the ESA in support of the operational services and to facilitate logistical support where an Incident Management Team (IMT) is established. The sections of this branch include:

- Fleet and Sustainability;
- Workshops;
- Facilities, Assets and Equipment;

- Logistics and Incident Support;
- Communications Centre Management; and
- Embedded ICT.

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, and the additional values of Emergency Services Agency as prescribed for this Directorate, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The Assistant Director, Procurement and Project Support will work closely with the ICT critical systems and projects team to support the procurement, contract management and project coordination of the Sustainable ICT for ESA project encompassing the Emergency 000, Computer-Aided Dispatch (CAD), Mobile Data System (MDS), Direct Turnout System (DTS) and Territory Radio Network (TRN).

The Assistant Director, Procurement will assist stakeholders to ensure the ESA acts with probity and legislative compliance in all activities related to the procurement of goods and services. Additionally, responsibilities will include contract management processes, including monitoring contractor performance, managing deliverables, supporting contract variations and renewals, and providing broader support and coordination across the program.

As part of the team, the position may also perform activities in support of emergency operations.

WHAT YOU WILL DO

Under limited direction of the Director, ICT Procurement and Purchasing, the Assistant Director, Procurement and Project Support officer will

1. *Support the planning, coordination, documentation and delivery of procurement activities (which range in value and complexity) to be compliant with ACT government legislation, policies and procedures, to ensure a value for money outcome is achieved within required timeframes*

2. *Prepare, review and maintain procurement documentation including procurement plans, request documentation, evaluation and negotiation reports and associated artefacts.*

3. *Assist with the administration and monitoring of contracts, including tracking deliverables, milestones, performance obligations, variations and contract extensions.*

4. *Provide Support and coordination across the program including monitoring actions, coordinating meetings and assurance activities*

5. *Ensure compliance with legislative requirements, ACT Government and JACS Directorate policy frameworks for procurement and projects*

6. *Assist in the development of communications for staff and other stakeholders, including contributing to the development of agendas, submissions, reports, briefings and other correspondence.*

7. *Work collaboratively with stakeholders across the broader Agency, ACT Government and industry to ensure optimal project outcomes through development and maintenance of effective partnerships.*

8. *Model and implement 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.*

9. *Undertake other duties appropriate to this classification which contribute to the effective and efficient operation of the Agency, as directed.*

10. *This position does not involve direct 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 the management of complex ICT procurements and contract activities, including the proven ability to deliver outcomes on time and within cost and scoping targets.*
2. *Demonstrated experience to interpret and apply legislation, regulations and providing advice to support procurement and contract management activities.*
3. *Experience in managing multiple priorities under pressure to meet deadlines and the ability to provide program support and coordination.*

Behavioural Capabilities

1. *Demonstrated ability to use initiative and apply sound judgement in a demanding work environment, while contributing to improved ways of working.*
2. *Demonstrated organisational skills and ability to adapt and be flexible to accommodate changing circumstances, multiple priorities and demands.*

3. *Demonstrated high level written and verbal communication and negotiation skills, and the ability to build and maintain constructive and positive working relationships with internal and external stakeholders.*

Compliance Requirements/Qualifications

1. *Certificate IV or Diploma Procurement and Contract Management is highly desirable.*
2. *Background / Security clearance checks will be conducted*
3. *Driver's license 'Class C' is desirable.*
4. *This position does not require a pre-employment medical*
5. *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 Assistant Director, Procurement and Project Support (position number *45728*) 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	Occasionally
Designated workstation	Frequently

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 (ADO's)	Never
Peaks and troughs	Frequently
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)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally

Lifting 10kg+	Never
Climbing	Never
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	Occasionally

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	Occasionally
Personal Protective Equipment (PPE) required	Occasionally