ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Portfolio: Treasury

Stream: Budget, Procurement, Infrastructure and Finance

Division: Procurement ACT

Branch: Goods and Services Procurement

Business Unit: Contracts and Category Management Team

Position Title: Director, Contracts and Category Management

Position Number: P24339

Classification: Senior Officer Grade B

Location: 220 London Circuit, Canberra ACT 2601

Last Reviewed: November 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within Government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

Treasury, within CMTEDD is responsible for collecting and managing taxation revenue; managing the Government's financial assets and liabilities, including superannuation liabilities and investments; as well as providing advice to the Government and ACT agencies on the Territory's budget and financial management, economic and revenue forecasting and policy, federal financial relations, accounting policy and insurance for Territory risks, statutory reporting and incident and claim management. Treasury also has oversight of the ACT Government procurement framework, including leading and coordinating a whole of government procurement reform program, providing advice on procuring goods and services and management of whole of government contracts.

STREAM OVERVIEW

The Budget, Procurement, Investment and Finance (BPIF) stream within Treasury is made up of four sub-groups.

- **The Finance and Budget Group (FABG)** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.

- **Procurement ACT** is responsible for the development and implementation of whole- of Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.

- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

- **Shared Services Finance (SSF)** is responsible for providing essential services to ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.

BUSINESS UNIT OVERVIEW

Procurement ACT is responsible for:

- leading and coordinating a procurement reform program across the ACTPS;
- managing and developing the legislation and policy that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory;
- uplifting procurement capability across the service by offering a range of training and knowledge sharing opportunities, including by coordinating a whole of service procurement community of practice and bimonthly procurement eNewsletter;
- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements;
- representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements;
- working in collaboration with the ACT Government's Better Regulation Taskforce to reduce barriers faced by Small to Medium Enterprise in accessing ACT Government procurement opportunities.
- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement;
- supporting Territory Entities in undertaking low risk goods and services procurements by providing guidance and templates;
- developing and maintaining templated and standardised procurement guidance, documentation and processes to support all procurement; and
- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet.

Procurement ACT comprises two branches – the Policy and Capability Branch, and Goods and Services Branch.

WHAT WE DO – A BRANCH OVERVIEW

Goods and Services Branch

The Goods and Services Branch has currently two primary streams of work which are supported by a Service Desk.

The **Contracts and Category Management team (CCMT)** is responsible for:

- applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective Whole of Government (WhoG) arrangements, primarily listed on the Procurement ACT website

- administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations.

The **Sourcing Advice and Supply (SAS) team** is responsible for:

- providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement (currently, approximately 200 projects per annum)

- leading the delivery of managed procurement projects under the Tiered Service Delivery model.

The **Procurement ACT Service Desk** is responsible for:

- responding to ad hoc questions from Internal procurement officers, suppliers and the public, supporting the end-to-end management of tenders, including submission and closing of tenders, enquiries, and complaints.

- updating and managing ACT Government Procurement notifications, inclusive of contracts and invoices

Officers in each stream will be supported to grow their procurement skills working across streams to deliver enhanced procurement outcomes for the ACT Government and the Canberra community.

WHAT THE TEAM DOES

Contracts and Category Management Team (CCMT)

CCMT is responsible for the development, execution, and management of WhoG arrangements across all ACT Government Directorates. The CCMT role includes the category management of WhoG contracts (including cross-directorate facilitation to identify common requirements and bundling opportunities), market analysis, detailed procurement strategy development and execution, and active contract management, including performance evaluation.

Team members are required to undertake data analysis, interjurisdictional research, industry and stakeholder consultation, contract administration, reporting, and facilitation of workshops and meetings with industry stakeholders and across government. They will also work with stakeholders

to undertake improvement initiatives, explore panel proposals, and collaborate with the Sourcing Advice and Supply team to deliver Branch outcomes.

WHO ARE WE LOOKING FOR

The Senior Officer Grade B (SOGB - Director) reports to Senior Officer A (Senior Director) who leads CCMT. The SOGB role has responsibility for managing a few staff.

We are seeking an experienced procurement and contract management or project management professional with a strong customer-centric approach to their practice. You will be familiar with procurement processes and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust your communication style for different audiences, engendering trust in your leadership with both clients and team members.

In addition to contract management and procurement skills, we are looking to develop Branch skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

CCMT carries a significant business as usual workload and team members must be able to effectively manage multiple contracts concurrently. Consequently, at the SOGB level it is important that you can identify and prioritise issues and implement practical long-term solutions.

We are looking for people with strong contract management skills drawing on influencing, negotiation, and engagement skills, as well as experience in building and maintain relationships and networks with internal and external stakeholders.

You will form part of the management team, helping to model desired behaviours, support, lead, motivate and develop staff, and address staff performance matters early, should they arise.

WHAT YOU WILL DO

1. Support the Senior Director to build and manage an effective contract management team to deliver high quality, strategic, accurate, responsive advice and support for the procurement and supply of goods and services on behalf of the ACT Government.
2. Lead a portfolio of multiple WhoG arrangements (such as Contractor Central, Energy, Fleet Services and Employee Assistance Program etc.) to support the Territory's strategic objectives such as achieving value for money outcomes. This includes analysing emerging needs and opportunities to establish new arrangements or align existing ones to deliver better outcomes for the Territory.
3. Manage the operations of a team, ensuring appropriate HR administration and performance management, workforce development, collaborative practice and controlling operational workflow. Provide effective supervision and coaching in contract management and procurement skills development to enable staff to produce high-quality advice and documentation outcomes. Provide strong leadership to build a positive culture of

4. collaboration and customer service, supporting team members in adopting this approach to their procurement practice and work behaviours.
5. Effectively apply procurement, contract and project management principles, legal advice, and legislative rules, policy and governance to identify and formulate workable, defensible solutions for strategic and operational procurement projects. Provide expert advice on a range of complex contract management and procurements activities to deliver quality outcomes on time and on budget. Facilitate, participate and execute strategic business planning and category management initiatives across the Goods and Services Branch to meet the identified objectives.
6. Produce and assure high-quality documentation across the procurement lifecycle and reporting information as required, such as briefing material, communication artefacts, status updates etc.
7. Apply project management skills to deliver multiple concurrent contract management and procurement activities and/or changing requirements to be effectively managed and delivered within tight deadlines. Develop and lead longer-term work plans for own team, anticipating emerging priorities and proactively forecast, identify, and prioritise issues.
8. Liaise with internal and external clients and stakeholders to build strong working relationships to achieve successful business and procurement outcomes. Promote the Branch's objectives and values through direct and indirect activities, such as appropriate representation and communication when liaising with stakeholders, developing and delivering presentations, guidelines and training material on a range of procurement and contract management topics.

WHAT YOU REQUIRE

The selection criteria below describe the capabilities that are required to perform the duties and responsibilities of the position.

1. **Team management and contribution:** Strong team management skills, including the ability to lead a team, motivate and build staff capability, and effectively undertake performance development while making a positive contribution as a team member themselves.
2. **Service delivery:** Demonstrated ability to manage complex programs of work to deliver successful outcomes for the Territory. This includes using initiative in a dynamic and flexible work environment to autonomously and collaboratively deliver desired outcomes and resolve emerging issues.
3. **Critical thinking and application:** Ability to analyse complex information and think critically to drive continuous improvement and offer innovative evidence-based solutions. This includes effectively assessing and managing risks, addressing supply chain considerations, and identifying opportunities to enhance WhoG arrangements.
4. **Communication and stakeholder engagement:** Extent to which the applicant demonstrates highly developed communication skills and ability to build and maintain positive professional relationships with internal and external stakeholders (including written and oral communication, liaison, presentation, influencing, negotiation, and representational).
5. **Technical and strategic** – Demonstrated understanding of the ACT Government Procurement Framework (or equivalent procurement/governance framework in another

organisation) with specific focus on capability to and experience in effectively interpreting and applying the Framework to deliver strategic and defensible outcomes.

6. **Corporate:** Demonstrated strong understanding of public service values covering ethical standards, as well as self-awareness, initiative, drive, and professionalism. Includes a proven commitment to Respect, Equity and Diversity in the workplace and also the directorate's work health and safety policies, procedures and responsibilities.

Behavioural Capabilities

As a senior position within the business unit, the successful applicant should have strengths in all six of the CMTEDD core capabilities:

- Service Delivery;
- Teamwork;
- Achieves Results with Integrity;
- Leadership;
- Thinking and Innovating; and
- Agency Specific Knowledge.

ADDITIONAL INFORMATION

Relevant tertiary qualifications would be an advantage, including a Certificate VI Advanced Diploma of Government (Procurement & Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications for example in law, commerce, business administration or the equivalent or evidence of study.
Previous experience in the delivery of public sector procurement or contract management would be an advantage.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Further information on working at CMTEDD can be found at:
http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of SOGB, Director, CCMT and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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)	Frequently
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 (ADOs)	Never
Peaks and troughs	Occasionally
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	Never

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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
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	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	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Never