

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Director, Contracts and Commercial

**Business unit:** Central Procurement Team

**Location:** 480 Northbourne Avenue, Dickson

**Classification:** Senior Officer Grade B

**Reports to:** Senior Director, Central Procurement Team

**Position number:** P71577

**Division:** Strategic Finance and Business Services

**Date last reviewed:** May 2026

**Position requirements:**

### DIRECTORATE OVERVIEW

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The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

### DIVISION OVERVIEW

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The Strategic Finance and Business Operations (SFBO) Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works

reporting; strategic asset management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability; and emergency management and protective security. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance and Business Operations Division provides to the directorate, with a breadth of work that is diverse and interesting.

The SFBO Division is new, with a positive and people-focused culture to support business areas to deliver outcomes for the community in a cost-effective way.

## **BUSINESS UNIT OVERVIEW**

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The Procurement and Business Operations (PaBO) Branch provides essential services and support to each area within CED, including procurement, insurance and information access, asset policy, sustainability, facilities and fleet services.

The Central Procurement Team (CPT), sits within PaBO Branch and is the first point of contact for procurement, contract, commercial, grant and insourcing advice across CED. CPT provides end-to-end procurement support, commercial advisory services, panel and contract management, governance, reporting and capability uplift. The team also oversees development of the annual procurement plan, accreditation implementation, probity guidance, notifiable contracts and invoices reporting, and supports internal audits and assurance reviews.

## **POSITION PURPOSE**

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The Director, Contracts and Commercial provides strategic leadership and authoritative commercial advice across complex, high-value and high-risk procurements, contracts, and insourcing activities. The role leads a dedicated commercial advisory team, establishes best-practice commercial and contract management disciplines, and ensures the Territory's financial and risk exposures are effectively managed. The position partners with senior executives, Procurement ACT, and the ACT Government Solicitor to deliver robust commercial outcomes aligned with ACT Government objectives.

## **DUTIES / RESPONSIBILITIES**

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### **Strategic Commercial Leadership**

- Lead the development and application of commercial and contract strategies for complex, high-value, and/or high-risk procurements and insourcing arrangements.
- Provide authoritative advice to executives on commercial risk, contract structures, negotiating strategies, and whole-of-life value considerations.
- Contribute to directorate-wide governance frameworks, policy development, and continuous improvement initiatives relating to procurement and contract management.

### **Complex Advisory and Negotiation**

- Lead or oversee complex negotiations with suppliers, other jurisdictions, and partners, ensuring outcomes protect the Territory's interests.
- Oversee drafting, review and endorsement of complex contracts, deeds, and commercial arrangements.

- Manage escalated contractual disputes, performance issues, and claims, including engagement with the ACT Government Solicitor where appropriate.

### **Commercial Team Management and Capability**

- Lead and manage a multidisciplinary commercial advisory team, including workforce planning, performance management, coaching, and development.
- Build and sustain a high-performing, professional, and values-based team culture focused on service excellence and collaboration.
- Set capability standards, oversee development of guidance and templates, and ensure consistent application of commercial frameworks across the directorate.

### **Governance, Risk and Assurance**

- Oversee commercial governance, reporting, and assurance activities, including notifiable contracts and invoices, audits, and executive reporting.
- Ensure systems and records accurately reflect contractual obligations and risks across ERP/P2P, eTendering, and contract registers.
- Identify emerging commercial risks and advise executives on mitigation strategies and improvement opportunities.

### **Stakeholder and Whole-of-Government Engagement**

- Build and maintain strategic relationships with senior internal stakeholders, Procurement ACT, Treasury, and external partners.
- Represent the directorate in whole-of-government forums, working groups, and reform initiatives relating to procurement and commercial management.
- Champion ACT Government priorities including sustainable procurement, Aboriginal and Torres Strait Islander participation, and ethical supplier engagement.

This position **does** involve direct supervision of staff.

## **SELECTION CRITERIA (CAPABILITIES)**

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Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

Applicants should provide evidence demonstrating capability consistent with the ACTPS Shared Capability Framework at Senior Officer Grade B level:

1. Demonstrated leadership of a commercial, contracts, or procurement function within a complex public sector environment.
2. Authoritative knowledge of contract and commercial frameworks, procurement legislation, and risk management principles.

3. Proven ability to lead complex negotiations, manage disputes, and deliver value-for-money outcomes for government.
4. Strong people leadership capability, including building team capability, managing performance, and fostering an inclusive and respectful culture.
5. Highly developed strategic thinking, judgement, and stakeholder influence skills, including advising senior executives.
6. Demonstrated commitment to ACTPS values of Respect, Integrity, Collaboration, and Innovation, and to workplace health, safety, and wellbeing.

## COMPLIANCE REQUIREMENTS / QUALIFICATIONS

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- Tertiary qualifications in Law, Commerce, Business, or a related discipline are highly desirable.
- Significant experience in complex procurement, contract, and commercial advisory roles, ideally within an ACT Government or comparable public sector context.
- To be eligible to apply for this role, you must be an Australian citizen.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Director, Contracts and Commercial (position number P71577) and indicates how frequently each of these requirements would be performed. Please note that CED 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   | Never        |

|   |       |
|---|-------|
| Designated workstation<br><i>The position in an activity based work environment</i> | Never |
|---|-------|

| <b>STANDARD HOURS</b>  | <b>FREQUENCY</b> |
|--|------------------|
| Flexible working hours (access to flex time)   | Frequently       |
| Fixed or specified start/finish times  | Never            |
| 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  | Occasionally     |
| Frequent paid overtime   | Never            |
| Rostered shift work  | Never            |

| <b>SOCIAL DEMANDS</b>                                       | <b>FREQUENCY</b> |
|---|------------------|
| 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                            | Never            |

| <b>PHYSICAL DEMANDS</b>                                      | <b>FREQUENCY</b> |
|--|------------------|
| Distance walking (large buildings or inter-building transit) | Never            |
| Working outdoors   | Never            |

| <b>MANUAL HANDLING</b>                                    | <b>FREQUENCY</b> |
|---|------------------|
| Lifting 0 – 5kg   | Never            |
| Lifting 5 – 10kg  | Never            |
| Lifting 10kg+   | Never            |
| Climbing  | Never            |
| Reaching  | Never            |
| Bending/squatting   | Never            |
| Push/pull   | Never            |
| Sequential repetitive movements in a short amount of time | Never            |

| <b>TRAVEL</b>                         | <b>FREQUENCY</b> |
|---------------------------------------|------------------|
| Frequent travel – multiple work sites | Occasionally     |
| Frequent travel – driving             | Never            |
| Frequent travel – interstate          | Never            |

| <b>SPECIFIC HAZARDS</b>                    | <b>FREQUENCY</b> |
|--|------------------|
| 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         | Never |
| Exposure to potentially distressing case material | Never |

| <b>OTHER</b>                                 | <b>FREQUENCY</b> |
|--|------------------|
| Uniform required                             | Never            |
| Personal Protective Equipment (PPE) required | Never            |