



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury
and Economic Development

Division: Economic Development

Business Unit: Events ACT

Position Title: Procurement &
Contracts Officer

Position Number: P42448

Classification: ASO 5 **Location:**

Canberra City

Security Clearance Required: No

Last Reviewed: August 2025

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 the related signature behaviours.

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 it is well positioned to perform its role.

DIVISION OVERVIEW

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Economic Development is made up of the following business functions:

- Innovation, trade, investment and general business development
- Higher education (including vocational education and training)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination.

Economic Development also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including:

- Floriade and Floriade NightFest
- Canberra Nara Candle Festival
- New Year's Eve celebrations
- Australia Day celebrations
- Enlighten Festival
- Canberra Balloon Spectacular
- Canberra Day celebrations
- Symphony in the Park
- Lights! Canberra! Action!
- Windows to the World

Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation to external events that have a direct impact on government infrastructure and directorate operations. Events ACT also administers the ACT Event Fund.

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The Events ACT Values below further support the ACTPS Employee Values.

Growth happens a little bit, every day, over time, with help.

We are always looking for ways to improve – to evolve our events; to give our attendees new experiences; to ensure our industry thrives; to better ourselves. We work best and grow as a team when we help each other and ask for help.

- We are supported to test and try new things.
- We encourage individualised learning.
- We feel heard and valued.

Our business is engagement, so we bring the fun!

Our work is complex and serious, but it is also colourful and full of life. We are intentional about creating joy in our demanding day-to-day roles because our enjoyment seeps into the work that we do and is felt by our community, partners and attendees.

- Divergent and daring thinkers thrive here.
- Work-life balance is key to our energy and sustainability.
- We celebrate our work and people genuinely and regularly.

We make memorable experiences happen on time, all year round.

We're ambitious and we strive for best practice. We're also realists who get the job done.

- We act for the greater good of our community.
- We succeed and solve problems together.
- We take pride in the work we do.

As connection creators, we start with clarity and trust.

We design, support and promote events for people to share and for audiences to take in. We bring these same qualities into our everyday interactions – imparting knowledge, paying attention and

respecting each other.

- We are honest and credible.
- We share freely because we know the team has our back.
- We make time for each other.

POSITION OVERVIEW

Under the direction of the Assistant Director - Commercial and Procurement, the Procurement and Contracts Officer's main responsibilities will be to contribute to high quality procurement and contract services to support the delivery of events. There may also be a requirement to undertake event and project coordination activities associated with the planning, management and delivery of major, local and community events in the ACT on occasion.

WHAT YOU WILL DO

1. Assist with providing high quality services for internal and external clients. This includes understanding agency policies and programs; assisting staff with contract and procurement related matters; and using contemporary contract and procurement management systems.
2. Employ productive working relationships to achieve individual, team and organisational objectives. This includes assisting with a range of corporate related functions such as contract management, procurement and administrative activities as appropriate.
3. Contribute to business results with integrity, this includes working within governance related frameworks.
4. Assist the business area through contributing to improved ways of thinking, engaging and delivering. This includes reviewing, refining and implementing business service-related processes.
5. Be trusted internally and externally and contribute to a workplace where people are encouraged to improve business results and enhance organisational culture. This includes an understanding of the ACTPS Performance Framework so that all divisional staff and teams are aware of, and use, the ACTPS Performance Framework.
6. Process Accounts Payable Invoicing in the Automated System (APIAS) application and contribute to the development of procurement documents, contracts, operational plans and other event documentation as required.
7. Contribute to the coordination of operational and logistical event requirements including procurement documents, contracts, operational plans and other event documentation.
8. As a team member, be responsible for maintaining positive working relationships with internal and external stakeholders and staff.
9. Provide other administrative assistance as required, including contributing to the preparation of government briefs, correspondence, financial reporting, budget preparation and invoice processing.
10. Work and perform in accordance with the ACT Public Service Values and Signature Behaviours and Code of Conduct.
11. Contribute to other tasks as required to support the business unit deliver on its objectives
12. 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 knowledge and understanding of contemporary, high-quality services with a procurement and/or contract management and/or finance focus.
2. Knowledge of, or ability to quickly learn ACT Government processes with regard to compliance frameworks, including the ability to research and analyse information and an understanding of project management principles with regard to procurement and contracts.
3. Sound administrative and organisational skills with strong attention to detail, including the proven ability to organise workloads and set priorities in a very busy environment with competing priorities, tight deadlines and minimal supervision.
4. Proven high level verbal and written communication skills, including attention to detail and the ability to use software applications to produce accurate, high-quality documents.

Behavioural Capabilities

5. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
6. Demonstrated experience showing resilience and adaptability in complex and varied environments.

Compliance Requirements / Qualifications

1. Background/security clearance checks will be conducted
2. This position does not require a pre-employment medical
3. This position does not require a Working with Vulnerable PeopleCheck
4. Knowledge of Purchase to Payment (P2P) or similar electronic invoicing and contract management system is highly desirable.
5. A qualification or relevant experience in finance, contracts and/or procurement business, project management or a related subject (or a willingness to undertake) is desirable.

Further information on working in the ACTPS can be found at: <https://www.jobs.act.gov.au/home>

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

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	Never
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
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	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	Occasionally
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