CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director Procurement & Contracts

Classification: SOG C

Position number: P71312

Division: Territory Business Services Division

Business unit: Capital Linen Service

Location: Mitchell, ACT

Reports to: Senior Director Business Management/Director Business Management

Position Status: Permanent

Position Hours: Full Time 36.75hrs/week

Date last reviewed: 02/11/2026

Position requirements:

DIRECTORATE OVERVIEW

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

Territory Business Services Division

Territory and Business Services (T&BS) delivers a portfolio of high performing commercial and operational services that combines essential community services with business units operating to commercial standards, delivering efficient, reliable and valued services to a wide range of customers across the Canberra and surrounding region.

Canberra Memorial Parks operates the Territory's public cemeteries and public crematorium, providing self funded, high quality and culturally inclusive interment and memorialisation services across Gungahlin, Woden and Hall through a professionally governed Statutory Authority. Capital Linen Service functions as a major commercial enterprise, supplying more than 120 health, aged care and accommodation providers with ISO certified, high volume linen services, processing over 7,200 tonnes of linen annually through a modern, automated facility that ensures dependable, safe and competitively priced service delivery. ACT NoWaste manages the ACT's waste, recycling and resource recovery systems, delivering efficient, high volume public waste services and leading implementation of the Territory's Circular Economy Strategy to ensure operational reliability, environmental performance and long term system sustainability. Yarralumla Nursery underpins Canberra's urban landscape through its commercial wholesale plant production enterprise, supplying high quality, climate appropriate plants for government and industry projects and maintaining consistent, reliable output that supports the city's green infrastructure and horticultural standards.

BUSINESS UNIT OVERVIEW

Capital Linen Service (CLS) operates as a commercial business unit within the ACT Government's City and Environment Directorate (CED).

We have extensive experience and knowledge of the linen hire and laundry services industry and have been delivering linen services and operating an industrial factory across the Canberra region since 1978, servicing more than 120 clients in Canberra and its surrounds.

Our people are our biggest asset and are what make us a great place to work! We take pride in our commitment to deliver the highest standards of quality and reliability and enjoy a healthy team culture.

You can find out more about us by checking out our website

POSITION PURPOSE

The Assistant Director Procurement and Contracts is a member of the leadership team of Capital Linen Service (CLS) reporting to the Senior Director Business Management/Director Business Management.

Working under limited direction the position leads the procurement and contract functions for CLS by providing authoritative advice, managing complex and higher-risk procurement and contracting activities, and establishing fit-for-purpose governance, systems and reporting. The role supports sound commercial decisions, probity, legislative and policy compliance, supplier performance, risk management and value for money across CLS operations.

As a member of the CLS leadership team, the position works closely with operational, finance, maintenance and corporate stakeholders to translate business requirements into practical sourcing and contract strategies. The role may lead staff and project teams and is accountable for delivering agreed outcomes within delegated authority and organisational priorities.

As a senior leader within CLS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

DUTIES / RESPONSIBILITIES

Key duties of the position include but are not limited to:

Procurement leadership

- Lead the development, implementation and periodic review of the CLS procurement and contract management framework, forward procurement plan, procedures, templates and controls.
- Provide strategic and practical advice on procurement pathways, market approaches, evaluation methods, commercial models, risk allocation and contract establishment.
- Ensure procurement activity is appropriately planned, documented and conducted in accordance with applicable ACT Government requirements.
- Identify opportunities to improve commercial outcomes and deliver sustainable value for money without compromising operational continuity or service quality.

Contract governance and performance

- Establish and maintain a comprehensive contract register, governance calendar and reporting arrangements covering obligations, milestones, performance measures, expenditure, variations, extensions, renewals and expiry dates.
- Lead contract establishment, mobilisation, governance, performance review and close-out activities, including the development of contract management plans proportionate to value, complexity and risk.
- Monitor supplier performance and contractual compliance, analyse service and financial data, and coordinate corrective actions, performance improvement plans or escalation where required.
- Advise on contract interpretation, variation, extension, dispute, underperformance and risk issues, obtaining specialist legal, probity, financial or technical advice where appropriate.

Financial Management

- Lead budget development, forecasting and financial monitoring.
- Oversee financial reporting and analysis.
- Support business cases and investment decisions.
- Monitor expenditure and identify financial risks.

Assurance, risk and reporting

- Maintain effective procurement and contract assurance controls, including quality review of procurement documentation, approvals, evaluation records, conflicts of interest, decisions and contract records.
- Identify, assess and manage commercial, financial, operational, legal, reputational, probity, safety and continuity risks associated with procurement and contracts.
- Prepare accurate and timely briefs, submissions, reports, dashboards and recommendations for the Executive Branch Manager and senior stakeholders.

Stakeholder engagement and leadership

- Build effective working relationships with CLS leaders, subject matter experts, directorate corporate areas, suppliers and other government stakeholders.
- Facilitate procurement planning, evaluation, negotiation and contract governance meetings, ensuring decisions, actions and accountabilities are clearly recorded.

SELECTION CRITERIA (CAPABILITIES)

Note: Please address the Professional/Technical/Behavioural skills when applying for this role.

Professional / Technical Skills

- Demonstrated expertise in leading complex procurement and contract management activities, including planning, market engagement, evaluation, negotiation, contract establishment, performance management and close-out.
- Highly developed knowledge of public sector procurement, contracting, financial management, budget process, probity, governance, risk and records management requirements, with the ability to interpret and apply legislation, policy and guidance to complex circumstances.
- Strong commercial and analytical capability, including the ability to evaluate options, assess risk, analyse expenditure and supplier performance, and provide clear evidence-based recommendations.

Behavioural Skills

- High-level interpersonal, consultation and negotiation skills, with the ability to influence stakeholders, resolve complex issues and communicate with credibility at operational and senior levels.
- Sound judgement, resilience and personal accountability when managing competing priorities, commercial sensitivities, ambiguity and issues with significant operational consequences.
- Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Experience in procurement or contract management in similar roles is highly desirable.
- Tertiary qualification or a minimum of 5 years' experience in similar roles with a financial, procurement or contract management focus is highly desirable.
- Experienced user of Microsoft Office programs.
- Driver's licence (C Class) is essential.
- This position requires a pre-employment medical and police check but does not require a Working with Vulnerable People Check.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Procurement & Contracts (position number P71312) 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/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Requirement to work 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)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

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	Never
Exposure to potentially distressing case material or work sites	Never

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