



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

Portfolio: Treasury

Stream: Budget, Procurement, Investments and Finance (BPIF)

Business Unit: Procurement ACT

Branch: Procurement Policy and Capability

Section: Capability and Governance

Position Title: Governance and Accreditation Officer

Position Requirements: N/A

Position Number: P49338

Classification: Administrative Services Officer Class 5 (ASO 5)

Location: Level 1, 220 London Circuit, Canberra, ACT 2601

Security Clearance Required: No

Last Reviewed: 27 March 2024

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 other 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.

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, Investments 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 Procurement Policy and Capability Branch, and Goods and Services Procurement Branch.

The Procurement Policy and Capability Branch currently has two Sections – Policy Development and Systems, and Capability and Governance. This position is part of the Capability and Governance Section.

- **The Policy Development and Systems Section** is responsible for:
 - 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;
 - 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; and
 - 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.

- **The Capability and Governance Section** is responsible for:
 - developing and implementing procurement learning and development initiatives through communication, documentation, and training to support procurement professionals across the service. This aims to drive improved procurement outcomes; and
 - acting as the Implementation Office for the Procurement Reform Program, including secretariat support for the Procurement Reform Implementation Working Group and Steering Committee. This aims to ensure that the Procurement Reform Program is delivered in accordance with the parameters and timeframes agreed to by Government and that Territory entities are supported to implement the Program. Further information on the Program is available at [Procurement Reform Program](#).

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 demonstrate the related signature behaviours.

POSITION OVERVIEW

The Governance and Accreditation Officer position is in the Capability and Governance Section, in the Procurement Policy and Capability Branch of Procurement ACT.

The Governance and Accreditation Officer will support the governance functions and accreditation process in the Capability and Governance Section.

WHAT YOU WILL DO

The primary responsibilities for this position are:

1. Provide secretariat support to the Government Procurement Board and other procurement related boards, committee and/or working groups to support the activities of Procurement ACT.
2. Manage and coordinate the operational requirements of the Goods and Services Accreditation Program.
3. Collaborate, consult, and engage regularly with key stakeholders across the directorate and government and the community as part of governance and accreditation activities.
4. Support the preparation of governance and accreditation process reports and briefings as required, including undertaking research.
5. Direct supervision of staff (if required).
6. Undertake other duties appropriate to this level of classification which contribute to the activities of Procurement ACT.
7. Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Workplace Health and Safety (WHS), the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy, and fair workplace for all 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. Administration and coordination skills and experience in undertaking multiple, concurrent deadlines/priorities under minimal direction.
2. Knowledge of Government business and governance.
3. Ability to undertake research, analyse and coordinating information, preparing/reviewing timely briefings and written reports with attention to detail.
4. Sound written and oral communication skills.

Behavioural Capabilities

1. Ability to liaise effectively with a range of internal and external stakeholders to meet multiple deadlines amid competing priorities.
2. Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.
2. 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 the Governance and Accreditation Officer (position number P49338) 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 | Never |
| STANDARD HOURS | FREQUENCY |
| Flexible working hours (access to flex time) | Never |
| 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 | Occasionally |
| Frequent overtime | Occasionally |
| Rostered shift work | Never |
| OCIAL 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 | Never |
| PHYSICAL DEMANDS | FREQUENCY |
| Distance walking (large buildings or inter-building transit) | Never |
| Working outdoors | Never |
| MANUAL HANDLING | FREQUENCY |
| Lifting 0 – 5kg | Occasionally |
| Lifting 5 – 10kg | Never |
| Lifting 10kg+ | Never |
| Climbing | Never |
| Reaching | Never |

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|---|------------------|
| Bending/squatting | Never |
| 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 | 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 | Never |
| OTHER | FREQUENCY |
| Uniform required | Never |
| Personal Protective Equipment (PPE) required | Occasionally |