

Canberra Institute of Technology

Position Description

POSITION NUMBER: P60946
CLASSIFICATION: SENIOR OFFICER GRADE A
POSITION TITLE: Director Procurement and Contracts
DIVISION: Enabling Services and Partnerships
COLLEGE/BRANCH: Finance and Procurement
SECTION: Procurement and Contracts
IMMEDIATE SUPERVISOR: E01069, Chief Finance Officer

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: Skilling for the future equipping you for life](#). This strategy sets four objectives to guide our actions towards achieving our vision to be renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

ENABLING SERVICES AND PARTNERSHIPS DIVISION

The Enabling Services and Partnerships Division provides strategic, operational and corporate services across CIT, including finance, procurement, commercial contract management, governance, assurance, reporting, systems and business improvement. The Division works proactively with CIT's core business areas to support effective decision-making, strengthen compliance with ACT Government and CIT requirements, improve business processes and ensure CIT's obligations as a Territory entity are met.

THE POSITION

The Director, Procurement and Contract Management is a senior leadership role responsible for leading procurement and contract management capability across CIT and supporting executive decision-making through strategic, practical and timely advice. Reporting to the Chief Finance Officer, the role leads the delivery of procurement and contract management outcomes that meet CIT's business needs, comply with legislative, policy and governance requirements, and demonstrate value for money, transparency and public sector accountability.

A primary focus of the role is to provide strategic leadership, direction and assurance across procurement activities, procurement processes and contract management. As a senior source of expertise, the Director is responsible for lifting CIT's procurement and contract management maturity by building capability, influencing stakeholders, driving disciplined and timely delivery, resolving barriers to progress and embedding a culture of curiosity, compliance and accountability.

The Director, Procurement and Contract Management leads the Procurement and Contracts Team to deliver practical, timely and compliant outcomes for CIT. The role works closely with Executives, Business Units, Procurement ACT, legal advisers and contract managers to influence decisions, strengthen governance, manage procurement and contract risks, and ensure procurement activities are planned and executed in accordance with policy, legislative and contractual requirements.

The role carries key assurance responsibilities, including establishing and maintaining mechanisms to audit, monitor and report on procurement and contract management compliance, performance, risks and improvement actions. This includes providing clear and timely reporting to the Chief Finance Officer, Executive and relevant governance forums to support oversight, identify emerging issues, escalate significant risks and ensure corrective actions are progressed in a timely and accountable manner.

The role is responsible for supervising, managing and motivating a team and providing clear direction, support and guidance. Effective employee engagement, judgement, prioritisation and values-based leadership are key enablers in the performance of this role.

RESPONSIBILITIES

This position is required to undertake duties, under limited direction from the Chief Finance Officer, including but not limited to:

- Provide senior leadership through strategic planning, prioritisation and coordination of procurement and contract management activities across CIT to ensure timely outcomes that meet operational needs, organisational priorities and public sector obligations.
- Provide authoritative, practical and timely advice, support and liaison to the CIT Executive, senior managers and staff on procurement and contract management matters, with a focus on achieving compliant, value-for-money and fit-for-purpose outcomes.
- Develop and maintain effective working relationships with internal and external stakeholders, including Executives, Business Units, solicitors, Procurement ACT and CIT contract managers, and use influence and negotiation to resolve issues and support timely delivery.

- Develop, maintain, implement, monitor and report on procurement and contract management frameworks, registers, guidelines, procedures and assurance activities for use across CIT business and operational units.
- Manage, lead and build the capability of a small team through a culture of respect, accountability and customer service excellence to deliver organisational objectives and improve procurement and contract management performance.
- Promote awareness of, and compliance with, procurement and contract management policies and principles, and lead implementation of whole-of-government procurement reforms, systems and processes as they apply to CIT.
- Lead investigative, audit and assurance review functions, including liaising with business units, analysing evidence and data, monitoring compliance and performance, preparing reports of findings, and recommending practical improvement actions.
- Ensure procurement, risk and contract management planning, record keeping, monitoring and reporting functions are developed and maintained throughout the procurement lifecycle, including identification, escalation and management of significant procurement and contract risks.
- Operate within agreed financial budgets, forecasts and other performance metrics, and provide timely reporting to support executive oversight of procurement and contract management activity, risks, compliance and improvement priorities.

SELECTION CRITERIA

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

1. Demonstrated experience in government procurement and contract management, including the ability to apply this knowledge to lead, plan and facilitate best practice procurement processes and systems that support business areas to achieve timely, compliant, value-for-money and fit-for-purpose outcomes.
2. High-level experience building trusted relationships and engaging constructively with stakeholders, including the ability to use influence, negotiation and sound judgement to understand business needs, resolve complex procurement and contract management issues, and identify practical, compliant solutions.
3. Proven capacity to work effectively with audit, finance, contract management and procurement staff, including demonstrated experience leading assurance, monitoring and reporting activities that support executive oversight, risk management, continuous improvement and proportionate decision-making.
4. High-level oral and written communication and leadership skills, with a demonstrated track record of leading a team to provide constructive, customer-focused and solutions-oriented support, influence senior stakeholders, drive timely outcomes, implement reform and strengthen compliance.
5. Ability to work under limited direction, exercise sound judgement, make recommendations and organise work for self and others to achieve goals and deadlines, drive timely delivery and operate at both the strategic and operational level as required.
6. Contemporary knowledge of contract planning principles, procurement frameworks, assurance practices, governance obligations and reporting requirements, and the ability to apply these principles and frameworks in the CIT and ACT Government context in a practical, proportionate and outcome-focused way.

7. Demonstrated understanding of and commitment to the ACTPS and CIT Values, and work health and safety best practice, including a demonstrated commitment to collaboration, accountability, integrity, innovation and respect.

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

8. Qualifications in management, procurement or contract management are highly desirable.

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Date Position Description updated: 24/07/2026

RITM Number: