



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Group: Treasury

Division/Business Unit: Procurement ACT, Policy and Capability

Position Title: Director, Governance and Accreditation (P32257) Capability and Engagement (P01405)

Reports to: Senior Director, Governance and Accreditation (P32257) Capability and Engagement (P01405)

Position Number: P32257 / P01405

Classification: Senior Officer Grade B (SOGB)

Location: 220 London Circuit, Canberra ACT

Security Clearance Required: No

Last Reviewed: June 2026

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.

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.

PORTFOLIO OVERVIEW

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure, finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and Shared Services Finance.

PROCUREMENT ACT OVERVIEW

Procurement ACT comprises two branches – the Policy and Capability Branch, and Goods and Services Procurement Branch. Procurement ACT reports to the Treasurer. Procurement ACT is responsible for:

1. 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.
2. 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 the procurement eNewsletter.
3. administering the whole of government procurement systems including ACT Government online tendering and contracts register platforms to comply with legislative obligations and international agreements.
4. representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements;
5. providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement.
6. supporting Territory Entities in undertaking low risk goods and services procurements by providing guidance and templates.
7. developing and maintaining templates and standardised procurement guidance, documentation and processes to support all procurement.
8. 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.

BUSINESS UNIT - OVERVIEW

The Policy and Capability Branch has three teams which work closely together.

- **The Policy team** is responsible for:
 - Managing and developing the legislation and policies that underpin the ACT Government's procurement framework ensuring it is aligned to the needs of the Territory.
 - Representing the ACT Government in cross-jurisdictional engagement on procurement policy matters, including in relation to international trade agreements.
- **The Capability and Engagement team** is responsible for:
 - Stakeholder engagement to drive procurement capability across Territory entities through a range of fora including the Procurement Community of Practice.
 - Developing, implementing and promoting procurement learning and development initiatives, including eLearning modules, to support procurement professionals across the services.

- **The Governance and Accreditation team** is responsible for:
 - administering the Procurement Accreditation Program – Goods and Services Procurement (Accreditation Program), including through making recommendations about applications for periodic accreditation, providing secretariat support to the Government Procurement Board in relation to Accreditation Program, and conducting an ongoing assurance program.
 - providing governance and secretariat support for the Government Procurement Board and other committees and boards.

POSITION OVERVIEW

Are you ready to shape how procurement delivers value for the ACT Government?

The Director, Governance and Accreditation plays a critical role in leading the management, implementation and continuous improvement of key procurement governance activities including supporting the management and governance of the Government Procurement Board and managing the Procurement Accreditation and Assurance programs. The role will also lead projects and programs of work contributing to improved procurement practices across government.

The Director, Capability and Engagement leads stakeholder engagement, capability uplift and workforce development initiatives that strengthen procurement capability across Territory entities, including the design, delivery and promotion of training, templates eLearning and professional development programs.

These roles engage and support staff in Territory entities who are managing procurement functions and activities, supporting awareness, compliance and uplift in capability.

Working across diverse and evolving policy domains, including gender equality, sustainability and circular economy, safety, industrial relations, economic development and modern slavery, you will drive outcomes that strengthen decision making, uplift capability and enhance governance and assurance across Territory entities.

This is a unique opportunity to influence system wide change, uplift procurement maturity, and ensure procurement delivers better outcomes for the ACT community.

YOUR DUTIES AND RESPONSIBILITIES

Working under limited direction, and in relation to strategic and operational priorities, the roles will:

1. Manage and oversee governance and secretariat arrangements including the Government Procurement Board and associated committees and functions.
2. Lead the design and ongoing refinement of accreditation and assurance frameworks to support procurement capability uplift.
3. Oversee the implementation, evaluation and review of procurement assurance and frameworks to ensure they are embedded in practice and delivering intended outcomes.
4. Lead stakeholder engagement, capability uplift and workforce development initiatives that strengthen procurement capability across Territory entities, including the design, delivery and promotion of training, templates, eLearning, and professional development programs.
5. Provide leadership and oversight of complex programs and projects, including planning, risk management and governance assurance.

6. Drive data informed monitoring and reporting, leveraging insights to identify risks, inform decision making and strengthen procurement governance and performance.
7. Contribute to the development and continuous improvement of procurement legislation, policies, processes and guidance, ensuring alignment with whole of government priorities and legislative obligations.
8. Lead, mentor and develop team members, fostering a high performing, collaborative and values driven culture.
9. Represent Procurement ACT in internal and external forums, providing authoritative advice on procurement policy, capability and governance matters.
10. Build and maintain strong, productive relationships with internal and external stakeholders, including Territory entities, industry and other jurisdictions.
11. Prepare, or oversee the preparation of, high-quality submissions, reports, briefs and advice for the Minister, Cabinet and senior executives.
12. Ensure compliance with legislative responsibilities including procurement, contract management, privacy, work health and safety and other relevant areas.
13. Set high standards of behaviour and delivery for self and others, as a leader and as a member of the Management Group, and role model the required leadership culture.
14. Utilise computer programs including Microsoft Office suite, to deliver high quality outcomes.
15. Understand, promote and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
16. Undertake other duties appropriate to this level of classification which contribute to the operation of the branch and organisation.

WHAT YOU REQUIRE / SELECTION CRITERIA

Applicants should address the following selection criteria.

Professional / Technical Skills and Knowledge Capabilities

1. Demonstrated understanding of the ACT Government Procurement Framework (or comparable public sector frameworks), including the ability to interpret and apply complex requirements and provide authoritative, evidence-based advice across a range of procurement, governance and policy issues.
2. Proven ability to manage concurrent and evolving priorities to achieve government objectives, including leading the development, implementation and evaluation of policies, programs or initiatives, and ensuring outcomes are delivered in complex and dynamic environments.
3. Demonstrated experience preparing or overseeing high-quality executive level documentation, including Ministerial and Cabinet briefings, policy and guidance materials.
4. Demonstrated experience in managing and leading governance and/or committee functions within government, including engaging with executive and/or non-government members.

Behavioural Capabilities

5. Highly developed stakeholder engagement and influencing skills, with the ability to build trusted relationships and drive outcomes in complex environments.
6. Demonstrated leadership capability, with experience building and developing high-performing teams and fostering an inclusive, values-driven culture.

Compliance Requirements / Qualifications

- Relevant tertiary qualifications and/or experience (5+ years) in fields such as public policy, procurement, law or communications is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the roles of Director 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	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	Occasionally
Frequent overtime	Never
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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
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	Occasionally

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	Never