



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Treasury

Business Unit: Policy and Capability Branch, Procurement ACT

Position Title: Senior Director, Procurement Policy

Reports to: Executive Branch Manager, Policy and Capability

Position Number: P30418

Classification: Senior Officer Grade A

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

Last Reviewed: July 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 as 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 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 that 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 Under Treasurer. Procurement ACT 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;
- 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;
- 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 templates 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.

BUSINESS UNIT - OVERVIEW

The Policy and Capability Branch has three teams.

- **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

Procurement ACT is seeking a Senior Director to lead the work of the Procurement Policy team. As a Senior Director you will report to the Executive Branch Manager, Procurement Policy and Capability. You may also be required to undertake work across Procurement ACT, including within the Goods and Services Branch, as needed.

The Procurement Policy Section shapes the development and implementation of effective and practical procurement legislation, policies and advice that can be readily applied to procurement. A key focus of the Procurement Policy team is how legislation and policy can assist Territory entities to achieve social, environmental and ethical outcomes through procurement.

The role will include undertaking the following responsibilities under the broad direction of the Executive Branch Manager, Procurement Policy and Capability:

- leading the delivery of legislative amendments to key procurement legislation and current policy initiatives;
- providing strategic leadership through development and coordination of procurement policy and capability across a variety of subject matters;
- managing, leading and building the capability of a small section to achieve Procurement ACT and Government objectives;
- developing and maintaining effective working relationships, and driving collaboration and engagement with internal and external stakeholders;
- drafting high quality written documentation including briefs, reports, advice, Cabinet submissions, and learning and development materials;
- adhering to and promoting 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; and

- undertaking other duties appropriate to this level of classification which contribute to the operation of the Procurement Policy and Capability Branch.

SELECTION CRITERIA

Applicants should address the following selection criteria:

Technical

1. Demonstrated understanding of the ACT Government Procurement Framework, including the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*, or the ability to quickly gain this understanding.
2. Demonstrated experience in leading legislation and policy development in the government context, and the preparation of formal documentation for government such as briefs, cabinet submissions and learning and development materials.
3. Demonstrated critical thinking skills, including the ability to quickly understand and analyse differing requirements, identify risks and issues, and develop solutions through the application of project management or organisational skills within a demanding work environment with tight deadlines.

Leadership

4. Demonstrated leadership and staff management skills, including the ability to work effectively as part of a team and foster an inclusive culture, with proven results in managing and allocating workloads, motivating staff, and building capability.

Communication

5. Demonstrated effective communication skills, including high quality written and oral communication with strong attention to detail and accuracy, and interpersonal and liaison skills, with a proven ability to establish and maintain productive working relationships with stakeholders, and effectively represent Procurement ACT and the ACT Government in internal and external forums.

Qualifications

- Relevant tertiary qualifications and/or 5+ years experience working in the fields of procurement, policy, law and/ or data analysis are highly desirable but not mandatory.
- Experience working with Power BI, SharePoint. Articulate Rise and Squiz Matrix are also highly desirable but not mandatory.

Note:

- This position does not require a pre-employment medical.
 - This position does not require a Working with Vulnerable People Check.
 - Shortlisted applicants may be required to complete a short-written assessment and/ or provide examples of work products as part of the application process.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director (P30418) 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)	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	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