

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: P11196

Division: Finance and Assurance

Classification: Senior Officer Grade B (SOGB)

Business Unit: Procurement and Sector Funding

Location: Canberra City, ACT

Position Title: Director, Procurement and Sector Funding Branch

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensure our public health system meets the community's needs, now and in the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

DIVISION OVERVIEW

Finance and Assurance Division is responsible for strategic leadership in financial management, risk, assurance and responsible procurement, and provides oversight of Financial Management, Procurement Advice and Contract Management, and Audit and Risk Compliance.

BUSINESS UNIT OVERVIEW

The Procurement and Sector Funding Branch provides leadership, governance and delivery support for all procurement and grants activities across HCSD. The branch ensures that public funds are invested transparently, efficiently and in ways that maximise value and impact for the ACT community.

The branch leads the development of consistent, streamlined and compliant approaches to procurement, commissioning, sourcing, contract establishment and grants administration. It provides high-quality advice, educative and a service-oriented partnership model that supports business areas to navigate complex procurements, manage risk, and deliver fit-for-purpose outcomes. This includes oversight of major procurement pipelines, strategic category planning, sector-wide funding arrangements, and the implementation of standardised tools, templates and best-practice processes.

POSITION OVERVIEW

The Director, Procurement and Sector Funding support the strategic and operational delivery of procurement, grants and funding activities, providing leadership, expert advice, and oversight of service delivery to business areas.

The role manages complex procurement and grants processes and funding programs, ensuring activities are delivered in accordance with legislative, policy, and governance requirements. This includes supporting best practice procurement, coordination of a centralised procurement service, and maintaining robust processes for probity, risk management, and record keeping.

The Director contributes to strategic planning, drives consistency and standardisation of processes, and supports initiatives to improve procurement practices, reduce delivery timeframes, and strengthen service quality. The role also supports the development of reporting frameworks, feedback mechanisms, and performance monitoring to inform continuous improvement.

The position leads a team and works closely with business areas, suppliers, funded organisations, and key stakeholders. The role requires strong judgement, communication skills, and the ability to manage competing priorities while delivering high-quality outcomes.

WHAT YOU WILL DO

The Director, Procurement and Funding will under broad direction:

- Support the delivery, planning and oversight of procurement and funding activities across the organisation.
- Provide high level advice to senior management on procurement risks, opportunities, pipeline issues and delivery considerations.
- Support the implementation of procurement reform, contributing to streamlined and systematised processes.
- Contribute to category planning, sector funding alignment and supplier and commissioning strategies.
- Manage the delivery of goods and services procurement projects and funding activities, including complex and high value procurements.
- Produce high quality documentation including procurement plans, evaluation reports, funding guidelines, agreements, submissions and correspondence.
- Ensure procurement and funding activities comply with legislation, policy, governance and better practice requirements.
- Liaise with central agencies and key stakeholders on procurement matters and engage with

suppliers, funded organisations and sector stakeholders.

- Provide advice, guidance and capability support to staff and stakeholders and supervise, mentor and support team members to deliver high quality outcomes.
- Undertake other duties as required.

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. Demonstrated experience in managing complex procurement and funding activities, including strategic sourcing, tendering, evaluation, contract establishment, contract management and supplier or sector engagement, ideally within a government or regulated environment.
2. Strong analytical and problem-solving skills, with the ability to identify risks and opportunities, and provide high-quality advice on procurement and funding matters
3. Well-developed organisational and project management skills, including the ability to manage multiple concurrent activities, develop procurement and project plans, and deliver outcomes within competing timeframes.
4. Sound understanding of government procurement legislation, frameworks, probity principles and compliance requirements, or the ability to quickly acquire and apply this knowledge.

Behavioural Capabilities

5. Demonstrated ability to lead or supervise staff, manage workloads and competing priorities, and contribute to a high-performing team environment.
6. Strong communication and interpersonal skills, including the ability to prepare high-quality written documentation, negotiate and influence stakeholders, and build effective working relationships.
7. Ability to foster a positive team culture and support capability development through coaching and feedback.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Other compliance requirements

Ability to obtain and maintain any clearances, checks or delegations required for the role.

ADDITIONAL NOTES

Structural Changes

As at June 2026 the Procurement and Sector Funding Branch is in the establishment phase. As teams are brought together this role may be varied through this process.

Position descriptions may be varied:

HCSD notes this Position Description may be reviewed and amended at any time, following appropriate consultation with the occupant of the position. Consultation does not require agreement, but genuine engagement will occur prior to any change taking effect.

Flexibility and agility:

All roles in HCSD require a degree of flexibility and agility. No Position Description can fully capture the scope or evolution of responsibilities in a dynamic public sector environment. Employees may be required to perform additional duties within their skill set or classification to meet business needs.

Lawful and reasonable directions:

All ACT Public Service employees are required to comply with any lawful and reasonable direction issued by a person with the appropriate authority to give that direction, consistent with the ACTPS Code of Conduct and applicable legislation.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Procurement P61749 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Rarely
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent 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)	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)	Occasionally
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Rarely

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	Rarely
Exposure to potentially distressing case material	Rarely