

# Procurement and Contract Management Adviser, APS Level 6

## Position Details

<b>Job Reference Number</b>	2257	<b>Title</b>	Procurement and Contract Management Adviser
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Legal and Procurement Branch
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Commercial Law and Procurement
<b>Salary Range</b>	\$77,902 - \$87,313	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Miranda Robson	<b>Contact Number</b>	(02) 6271 4775
<b>Date Applications Open</b>	6 July 2017	<b>Date Applications Close</b>	20 July 2017
<b>Reports to</b>	Assistant Director	<b>Direct Reports</b>	N/A

## Agency Purpose

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



### The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

## Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

## Work Environment

The Commercial Law and Procurement Section (CLP) is part of the Legal and Procurement Branch and comprise of 7 other staff providing commercial law and procurement support to the AEC nationally. The vacancy is located in National Office in Canberra.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

## Job Summary

Commercial Law and Procurement Section (CLP) is seeking a Procurement and Contract Management Adviser.

This role includes the provision of high quality and timely oral and written advice relating to procurement activities undertaken by the AEC, including in relation to the conduct of elections and referenda and the provision of international electoral services.

Duties may also include assisting with co-ordinating strategic procurement plans, assisting with panel management and providing advice on a variety of contract management matters as required.

This role will assist with promoting compliance with the Commonwealth's procurement framework and developing guidance material for AEC Officials on procurement and contract management.

Applicants are expected to have an understanding of the policy and political environment in which Commonwealth officers work and the independent nature of the AEC. The ability to effectively maintain good working relationships with clients of the Branch is an important requirement for this position.

## Our Ideal Candidate

Our ideal candidate is an experienced procurement and/or contract management official who can provide practical and accurate advice to AEC officials, under limited supervision.

The successful applicant will demonstrate excellent written and verbal communication skills in liaising with AEC Officials, and will effectively manage competing priorities.

The successful applicant will also demonstrate an ability to assist in the development and promotion of procurement and contract management awareness within the AEC.

## What we can offer the successful candidate

This position offers the successful candidate a unique opportunity to contribute to the Australian Electoral system by applying their professional knowledge and expertise.

## Duties

Under limited supervision, and as part of the CLP, the successful applicant will be required to:

1. Provide high quality and timely advice to the AEC on procurement and contract management matters, including reviewing procurement documentation;
2. Contribute to strategic procurement planning at a national level;

3. Promote compliance with the Commonwealth's procurement framework, across the AEC;
4. Develop minutes and advice to the AEC Executive on procurement and contract management matters;
5. Contribute to the development of Branch policies, processes, guidelines and templates, including developing guidance material for AEC Officials on procurement and contract management;
6. Develop and maintain effective working relationships with clients and other stakeholders of the Section, Branch and AEC.

## Politically Sensitive Position

*Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.*

## Security Requirement

*This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level*

## Selection Criteria

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

An up to date resume should also be submitted.

Please Note: the AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, for selection of staff at this level. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/learn/frameworks-and-guidelines/ils>.

## Essential

### Supports/Shapes strategic direction

- Supports shared purpose and direction
- Shows judgement, intelligence and common sense
- Thinks strategically
- Harnesses information and opportunities

### Achieves results

- Takes responsibility for managing work projects to achieve results
- Applies and builds professional expertise
- Responds positively to change
- Identifies and uses resources wisely

### **Supports productive working relationships**

- Shares learning and supports others
- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity

### **Displays personal drive and integrity**

- Demonstrates public service professionalism and probity
- Commits to action
- Demonstrates self-awareness and a commitment to personal development
- Engages with risk and shows personal courage

### **Communicates with influence**

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

## **Desirable**

Qualifications in law, finance and/or procurement and contract management (or equivalent) are desirable but not essential for this position.

## **Order of Merit**

An order of merit may be created and utilised within 12 months from the position being advertised.

## **How to apply**

Apply online at: <http://www.aec.gov.au/employment/>