



Australian Government

Department of the  
Prime Minister and Cabinet

# Director, Procurement and Contracts





## Director, Procurement and Contracts

### Executive Level 2

**Governance Group / Financial Services Division / Financial Accounting Branch**

**Ongoing, Full Time**

**Woden, ACT**

**Security Clearance Requirement – Baseline**

Do you want to make a real contribution to the success of our country?

### What We Do

The Department of the Prime Minister and Cabinet advises the Prime Minister on policies across the full range of government activities and the machinery of government, and ensures implementation of cabinet decisions.

### Who We Are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector and community experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

### What We Are Trying to Achieve

We work across many different government portfolios to ensure coherent strategies with mutually supportive policies and decisions based on a whole-of-government approach. We cover matters of particular importance to the Prime Minister, current government priorities, social and economic policies, Indigenous affairs and national security. Special offices currently work on counter-terrorism, deregulation, women's policy, and cyber security.

### The Opportunity

The Department is looking for a Director to lead the Procurement and Contracts team within the Financial Services Division. The Division provides high quality advice to the Department's senior executive on how the Department is managing its budget and finances, co-ordinates PM&C's involvement in the Commonwealth Budget process and provides financial policy and financial operations services.

The Division also has responsibility for ensuring value for money outcomes are delivered for a variety of financial services to assist the Department in delivering on its policy and program deliverables. As members of the leadership team, Directors in the Financial Services Division work collaboratively to provide leadership within the Division. The Directors are accountable for the efficient and effective operation of the Department's financial functions and for all key deliverables within their area of responsibility.

The roles are fast paced and varied and present exciting opportunities to contribute to ensuring the Department is financially sustainable and its operations are underpinned by sound financial management policies and procedures.



## Our Ideal Candidate

We are looking for a dynamic leader with relevant experience in the management of a procurement and contracts function. You are agile and responsive and able to identify issues, recommend and implement solutions based on your strong understanding of relevant legislation and the Department's needs. On a day to day basis, your extensive procurement knowledge and skills in stakeholder engagement will be of benefit.

You will be a champion of best practice, effective and accountable financial governance, and have an excellent understanding of the Commonwealth Procurement Rules. You have demonstrated skills and experience in building, maintaining and leveraging relationships and networks with internal and external stakeholders. You motivate a team so that each individual brings their best to their role, while supporting their professional development. You show initiative, sound judgment and personal drive and can think on your feet. You work effectively under pressure and in a changing environment to deliver high-quality advice and outcomes.

## What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

## How to Apply

If this sounds like the opportunity you are looking for, we want to hear from you! Submit an online application through the [PM&C Careers Page](#) by **Sunday, 22 January 2017 at 11:30pm AEDT**. As part of your application you will need to provide:

- your resume, including the contact details of two referees
- a 'one page pitch' telling us how your skills, knowledge, experience and qualifications makes you the best person for the job

Please Note – this is an unclassified web based recruitment system. Applications **must not** contain any classified or sensitive information. This includes in your one page pitch, curriculum vitae or application information. Your strict adherence to this direction is appreciated.

## Who to Contact

If you experience any difficulties accessing or submitting your online application, or you would like more information about this job, please contact the PM&C Recruitment Team on (02) 6271 6000 (option 2) or at [HR@Help.pmc.gov.au](mailto:HR@Help.pmc.gov.au).

## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.



- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include all work experience and outline the main responsibilities and achievements that are relevant to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.
- **Referees** – include the name and contact details of two professional referees who can validate and support your application.
- **Layout** – The standard resume length is between two to six pages. Use an easy to read font and a simple, consistent format. Use bullet points to break up text. Place key information on the front page where it can be noticed. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

## What should I include in my one page pitch?

Your one page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at PM&C, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

## How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement.

If your application is shortlisted, you may be asked to undertake further assessment to test your ability to perform the role.

## What other assessment will I have to undertake?

We use a variety of techniques to assess and validate key knowledge areas, critical skills, motivation and fit for the role. This may include:

- Psychometric testing (personality, motivation and cognitive abilities)
- Phone, face to face and skype interviews (formal and informal)
- Role plays
- Group assessment centres
- Written tasks

Your referees may also be contacted at any stage of the assessment process to validate your claims in your application and at interview. For this reason it is important that you advise them you have applied for a role at PM&C, and that you feel confident they will be able to support your application.

## How are selection decisions made?

We make all selection decisions based on merit, which means that:

- the assessment process is fair and consistent



- assessment is based on job specific requirements – things that are genuinely required for someone to perform the role
- based on the assessment, the best person for the job gets the job

If you are selected as the successful candidate – congratulations! You will be contacted to discuss things like classification, salary, security clearances and start date, as well as asked to complete any relevant new starter paperwork. The role may also be tailored to ensure best fit for you depending on your skills, knowledge, experience and demonstrated potential.

If you are not selected as the successful candidate – don't despair! It doesn't mean that you can't do the job, it just means that someone else demonstrated that they could do it better. Remember to ask for feedback to help you improve your chances in the future.

In some cases, when you are notified that you didn't get the job you may be told that you have been placed on a Merit List. This is great news as it means that you may be considered for similar roles in the Department as they become available over the next 12 months.