



Australian Government
Australian Centre for
International Agricultural Research



**Job
information
pack**



Director, Procurement and Contracting

Make a difference in the world. Work at ACIAR

Position Number:	0079
Classification:	Executive Level 2
Salary:	\$158,169 - \$171,874 plus 15.4% superannuation
Branch:	Corporate
Location:	Canberra, ACT
Employment Type:	Ongoing

Support us to grow food efficiently, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably.

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the *Australian Centre for International Agricultural Research Act 1982*.

ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

While ACIAR is supportive of flexible working arrangements, this position requires face-to-face contact at our headquarters in Canberra.

About this exciting opportunity

ACIAR is seeking a collaborative and credible leader who can provide clear, practical advice, on complex procurement and contract management. The successful candidate will demonstrate sound judgement, a strong service focus and the ability to build trusted relationships across the agency.

They will be comfortable leading through change, influencing senior stakeholders, improving systems and practices over time, and strengthen organisational capability within a hybrid procurement model that balances central expertise with distributed business area capacities.

Reporting to the General Manager, Corporate (GMC), the Director, Procurement and Contracting leads ACIAR's central procurement and contract management function. The role provides specialist strategic advice and ensures procurement, contract management and related legal matters are managed in accordance with legislative requirements, governance frameworks and probity principles.

The Director is responsible for procurement and contract management policy, frameworks, governance and continuous improvement across the agency, and coordinates access to procurement related legal advice where required. The role supports ACIAR staff to achieve compliant, value-for-money outcomes in line with the Commonwealth Procurement Rules.

Drawing on strong Commonwealth procurement and contract management experience, the Director will provide strategic leadership, build organisational capability and foster a culture of sound procurement, contract management and risk management practices across ACIAR.

This role provides a unique opportunity to support procurement and contract management activities across both domestic and international research partnerships, requiring practical judgment and innovative solutions within the Commonwealth framework.

As part of ACIAR's evolving procurement operating model, the successful candidate will shape and lead a small but vital agency-wide function, embedding a practical, risk-based and service-oriented approach to procurement and contract management.

The Director will help ensure procurement activities support ACIAR's operational needs, strategic priorities and public sector obligations.

DUTIES INCLUDE

Under the broad direction of the General Manager, Corporate, the Director, Procurement and Contracting will:

1. Lead ACIAR's procurement, contract management and procurement legal coordination function, providing strategic direction, managing a small specialist team, building organisational capability, and ensuring frameworks, policies and practices support compliant, risk-based and fit-for-purpose outcomes.
2. Provide authoritative technical and strategic advice to the Executive and business areas on complex procurement, contract management and related legal matters, including tenders, panels, contracts, probity, risk and compliance with legislative and policy requirements.
3. Design and embed risk-based procurement and contract management approaches that support value for money, meet Commonwealth Procurement Rules and enable ACIAR to deliver its corporate and program objectives.
4. Influence and work collaboratively with program areas and corporate enabling functions to align procurement activity with budgets, strategic priorities, the corporate plan and annual procurement planning.
5. Provide stewardship of procurement and contract management reporting, assurance and documentation, including AusTender reporting, corporate procurement records, Questions on Notice and other internal or external reporting requirements.
6. Contribute to agency governance through the development and maintenance of ACIAR delegations, CEO Instructions, procedural rules and related governance documents.

Eligibility

- Australian Citizenship - our successful candidate must be an Australian citizen.
- Security clearance - our successful candidate will be required to obtain and maintain a Baseline security clearance.
- Employment with ACIAR is subject to the successful candidate meeting all relevant Australian Public Service employment requirements, including citizenship, security and pre-employment checks. The successful candidate will be expected to demonstrate a commitment to the APS Values, APS Code of Conduct, workplace health and safety, diversity and inclusion, and culturally respectful ways of working.

Contact

After reading this “*Information Pack*” should you require additional information, you are encouraged to contact Samantha Callinan, a/g General Manager Corporate by email samantha.callinan@aci-ar.gov.au or on 02 6217 0565.

Capability Requirements

Our successful candidate will possess:

1. Strategic leadership and judgement: Demonstrated ability to lead a specialist corporate function at an agency level, translate strategic priorities into practical outcomes, exercise sound judgement on complex and ambiguous issues, and provide authoritative advice that supports accountable decision-making.
2. Procurement, contract management and legal capability: Demonstrated expertise in Commonwealth procurement and contracting, including the Public Governance, Performance and Accountability Act 2013, Commonwealth Procurement Rules, contract management obligations, procurement-connected policies and related legal frameworks and matters.
3. Governance, risk and assurance: Demonstrated ability to design, implement and improve risk-based frameworks, policies, reporting and assurance processes that support compliance, value for money, probity and effective agency governance.
4. Influence and stakeholder engagement: Highly developed communication, negotiation and relationship management skills, including the ability to work collaboratively across corporate and program areas, influence senior stakeholders and represent the function with credibility.
5. People leadership and capability building: Demonstrated ability to lead and develop a small specialist team, build organisational capability, encourage high performance and support a constructive, ethical and learning-oriented culture.
6. Delivery in a complex environment: Demonstrated ability to manage competing priorities, deliver high-quality outcomes under pressure, adapt to changing operational and policy requirements, and maintain personal drive, integrity and resilience.

Highly Desirable

1. Qualifications in law, procurement, commerce, public administration or another relevant discipline, or equivalent professional experience. Experience coordinating or applying public sector legal advice would be highly regarded.
2. Sophisticated understanding of frameworks relevant to procurement and contract management, including contract law, the Public Service Act 1999, the Public Governance, Performance and Accountability Act 2013, intellectual property, liabilities, indemnities, insurance and other relevant legislation.
3. Experience working with research institutions, international arrangements, grant or project funding models, or overseas development assistance.
4. Strong commercial acumen and financial management experience as it applies to procurement, contract negotiation, risk management and contract performance.

What we need from you

Tell us in 1000 words or less why you are the right person for the role, what you can offer, and how your skills, knowledge, experience and qualifications make you suitable for the position. Please highlight specific examples and achievements that demonstrate your ability to successfully perform the role.

Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

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.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and workplace health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.