



APS Level 6 ICT Contracts and Vendor Team Leader

\$99,985 to \$110,946 per annum plus 15.4% superannuation

Canberra ACT, Sydney NSW, Melbourne VIC

WE CARE: IT'S WHAT SETS US APART.



Position Detail	
Job Reference	VN-0760342
Classification	APS Level 6
Employment Status	Ongoing / Non-ongoing <i>A Merit Pool will be created and may be used to fill future Ongoing and Non-ongoing vacancies</i>
Hours	Full time
Group	Corporate
Team	Technology and Information Management
Unit	ICT Contracts and Vendor Management
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Selection Process	<p>Please apply through Comcare's Current Vacancies website, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: Cracking the Code.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"> 1. Australian citizenship. 2. Character clearance (Australian Criminal History Check). 3. Employee Health Declaration. 4. Six months probationary period for new engagements. 5. Ability to obtain and maintain a Baseline Security Clearance. <p>For information on conditions of employment, please go to Working at Comcare.</p>
Applications Open and Close	Friday, 11 July 2025 to Sunday, 27 July 2025 at 11:59pm (Australian Eastern Daylight Time)
Contact Officer	Please contact Recruitment@comcare.gov.au

Team and Role Overview

The Technology and Information Management team at Comcare is responsible for maintaining the organisation's ICT infrastructure and providing strategic leadership, governance, solutions, and advice for the effective management of information. The team facilitates the development and implementation of organisational ICT equipment, services, and related policies to support the delivery of business outcomes.

The ICT Sourcing Team is part of the ICT Contract and Vendor Management Team, which falls under the larger Technology and Information Management (TAIM) team at Comcare. Their responsibilities include managing ICT sourcing, contract management, business engagement, and vendor management functions within TAIM.

As an ICT Contracts and Vendor Team Leader, you will be responsible for supporting the delivery of ICT contracts and vendor management and agreed professional services agreements. You will facilitate the ICT contracts for products and services, conduct vendor risk assessments and manage contracts, which include negotiation, performance management, governance and quality assurance.

You will work closely with the broader Technology and Information Management Leadership Team to plan and prioritise an annual work plan, establish and monitor contract performance, in adherence to Contract Management Plans.

You will also provide support such as coaching, training and workload management for your direct reports.

Primary Responsibilities:

1. Plan, coordinate and implement ICT vendor and contract management activities for ICT services, ensuring compliance with relevant legislation, policies, and frameworks.
2. Manage the sourcing and engagement of ICT Contractor resources for TAIM
3. Organise and manage the workload of the ICT Vendor and Contract management team in order to meet team SLA's and expectations.
4. Establish and manage several ICT Contracts simultaneously to ensure contracts align with Comcare's strategic objectives.
5. Prepare all documentation in the procurement and contract lifecycle.
6. Conduct market research and analysis to identify potential ICT vendors and keep abreast of industry trends and developments.
7. Prepare and manage contracts and agreements with ICT vendors including monitoring performance, delivery and payment schedules.
8. Provide high level support, advice and reporting on ICT Vendor and contract management activities and identify ways to improve the delivery of contract management and procurement for ICT services.
9. Maintain the highest degree of probity and discretion in respect to all procurement undertaken.
10. Build and maintain key relationships with internal and external stakeholders including ICT vendors, service providers and business owners.
11. Negotiate and manage contracts and service level agreements with ICT vendors and service providers, ensuring value for money, quality and performance outcomes.

Job Specific Capabilities

1. Demonstrated experience in the preparation of procurement and contract management lifecycle documentation.
2. Well-developed negotiation skills including ability negotiate with influence.
3. Ability to manage internal and external stakeholders including vendors and experience in analysing and reviewing contract performance in accordance with contractual obligations.
4. Demonstrated communication skills with the proven ability to communicate and build effective stakeholder relationships.
5. Demonstrated commitment to teamwork to enable continuous improvement in ICT vendor and contract management.

Desirable Qualifications and Experience

- Demonstrated experience in ICT sourcing and contract management, ideally 3+ years, or equivalent proficiency
- Certificate IV in Procurement and Contract Management
- Experience of similar role in government agencies
- Team management experience

Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.



We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



We care about you.

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background.

- *All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.*
- *Generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.*



We care about each other.

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



We care about recognising your contribution.

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements.

- *Annual CEO Awards recognising outstanding achievements.*

RecruitAbility Scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

Diversity and Inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

If you require any special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

Merit Pool

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.