



Australian Government
Comcare

APS Level 5 ICT Sourcing Officer

\$89,709 to \$96,239 per annum plus 15.4% superannuation

Canberra ACT

WE CARE: IT'S WHAT SETS US APART.



Position Detail	
Job Reference	VN-0757058
Classification	APS Level 5
Employment Status	On-ongoing <i>A merit pool will be created and may be used to fill similar ongoing and non-ongoing vacancies.</i>
Hours	Full time
Group	Corporate
Team	Technology and Information Management
Unit	ICT Sourcing
Location	Canberra ACT
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. 6. Specific Conditions: <ul style="list-style-type: none"> • Some intra and interstate travel is required, including overnight absences <p>For information on conditions of employment, please go to Working at Comcare.</p>
Applications Open and Close	Thursday, 8 May 2025 to Sunday, 18 May 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 unit is part of the ICT Business 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 project management functions within TAIM.

The ICT Sourcing Officer will support all aspects of the procurement process of purchasing ICT Goods and Services, this includes drafting all documentation in the procurement lifecycle, contract management administration.

Primary Responsibilities:

1. Managing a mailbox and handle and/or refer enquiries using a service management tool.
2. Actively maintain, update and navigate records and data management systems to resolve and process ICT procurement enquiries and requests.
3. Coordinate all ICT procurement documentation in the procurement lifecycle.
4. Document and maintain administrative processes for Technology and Information Management.
5. Demonstrated accuracy and efficiency with the ability to prioritise and manage own workloads.
6. Provide high level administration by utilising technology applications and systems confidently to deliver efficient and effective service.
7. Establish and manage stakeholder relationships both with internal and external stakeholders.
8. Liaise with stakeholders on moderately complex to complex issues while responding to stakeholder's needs and expectations.
9. Maintaining information and records in accordance with agency policies and procedures
10. The ability to identify relationships between organisational goals and operational tasks.
11. Participate in corporate learning and development activities.
12. Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Job Specific Capabilities

1. Demonstrated experience in the development and implementation moderately complex procurements and assist with more complex procurements.
2. Demonstrated communication skills with the proven ability to communicate and build effective stakeholder relationships.
3. Strong organisational skills, including the ability to plan and prioritise work tasks, and manage concurrent activities to meet deadlines.

4. Demonstrated Problem solving skills, including the capacity to interpret procedures, and exercise initiative, judgement, and discretion, when appropriate.
5. Well-developed negotiation skills including ability negotiate with influence.

Desirable Qualifications and Experience

- Certificate IV in Procurement and Contract Management
- Sound knowledge, or ability to quickly acquire knowledge, of Comcare's procurement policies and processes.
- Understanding and compliance with the PGPA Act and its regulations relevant to procurement.

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.