

MARCUS BENNETT

Procurement & Contract Manager | Australian Public Service (EL1-EL2)

Phone: 0400 000 000 Email: marcus.bennett@email.com Location: Canberra ACT 2600 LinkedIn: linkedin.com/in/marcusbennett

PROFESSIONAL SUMMARY

Commercially minded Procurement and Contract Manager with 3.5 years of experience running compliant, value-for-money procurements and managing supplier contracts in Commonwealth agencies. Expert in the Commonwealth Procurement Rules, PGPA Act, AusTender and contract risk. Experienced with tenders up to \$20M and supplier performance management. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Procurement & Contract Manager (EL1) Jan 2025 – Present
Department of Defence, Canberra ACT

- ◆ Lead a 7-person team managing 120+ contracts valued at \$85M.
- ◆ Run open and limited tenders up to \$20M, from planning through evaluation and award.
- ◆ Negotiate contract terms, saving \$2.4M against initial offers.
- ◆ Ensure compliance with the Commonwealth Procurement Rules and AusTender reporting.
- ◆ Advise executives on procurement strategy, risk and probity.

Senior Procurement Officer (APS 6) Sep 2023 – Dec 2024
Department of Home Affairs, Canberra ACT

- ◆ Managed 30+ procurements a year, with zero probity breaches.
- ◆ Chaired evaluation panels and prepared evaluation reports and delegate briefs.
- ◆ Monitored supplier performance, reducing service defects by 22%.
- ◆ Developed templates and guidance used across the division.

Procurement Officer (APS 5) Mar 2023 – Aug 2023
Department of Finance, Canberra ACT

- ◆ Prepared RFTs, quotes and contract documents and maintained procurement records.
- ◆ Reported on contracts through AusTender.

EDUCATION

Bachelor of Commerce (Supply Chain Management)
University of Canberra, ACT – 2021

VOLUNTEERING

Treasurer 2022 – Present
Canberra Rowing Club, ACT

- ◆ Manage budgets and supplier agreements for a 300-member club.

KEY CAPABILITIES

- ◆ Commonwealth Procurement Rules
- ◆ Tender planning and evaluation
- ◆ Contract negotiation
- ◆ Supplier performance management
- ◆ Probity and risk management
- ◆ PGPA Act compliance
- ◆ Value-for-money analysis
- ◆ Team leadership
- ◆ Executive advice

TECHNICAL SKILLS

AusTenderTechnologyOneSAP Ariba

ExcelWordPowerPoint

SharePointMicrosoft Teams

KEY ACHIEVEMENTS

- ◆ Saved \$2.4M through contract negotiation.
- ◆ Zero probity breaches across 30+ procurements.
- ◆ Cut supplier service defects by 22%.

TRAINING & CERTIFICATIONS

- ◆ APS Leadership Foundations – APS Academy
- ◆ Diploma of Procurement and Contracting
- ◆ Commonwealth Procurement Rules Training
- ◆ Contract Management Fundamentals
- ◆ Probity in Procurement Course

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Canberra based, hybrid or flexible

REFEREES

Available on request.