

Role Description

Assistant Procurement Officer

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement /Procurement and Finance
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Ongoing and Temporary
Role Number	BE139, BE146, BE152, BE153
ANZSCO Code	591113
PCAT Code	1117292
Date of Approval	December 2019
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Provide assistance in the management of the procurement function and undertake low value/low risk procurement activities as directed.

Key accountabilities

- Assist in the implementation of policies, procedures, systems and performance management frameworks for all procurement related activity to ensure a high level of professional practice and deliver compliant, effective and efficient procurement outcomes.
- Assist in the implementation of procurement plans and strategies to meet business needs, enhance stakeholder engagement, challenge and motivate providers to optimize service outcomes.
- Undertake GIPA and APIC reporting for SINSW as directed.
- Provide assistance to procurement team throughout any procurement process to assist in the delivery of business outcomes.

- Assist in managing organizational demand and influencing business units to adopt innovative ways of structuring their operations to meet their procurement needs more efficiently, given that budgets are usually controlled by the business units.
- Assist in the implementation of strategies to build organizational capability in procurement, given the complex legislative and policy environment and the great diversity of factors, including the dynamic nature of supply markets that need to be taken into account in many procurement decisions.

Key challenges

- Delivering multiple project support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities.
- Keeping up to date with procurement policy, processes and legislation and building knowledge of the business and supplier markets, given the rate of change in these areas.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging contract issues/risks, their implications and proposed solutions.
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging contract issues/risks, their implications and proposed solutions.
Executive	<ul style="list-style-type: none"> • Provide expert advice and support to address complex procurement needs and issues. • Partner in developing and executing procurement and negotiation strategies.
Stakeholders	<ul style="list-style-type: none"> • Collaborate and provide expert advice to contribute to procurement strategies, activities and decision-making. • Manage expectations, resolve and provide solutions to complex issues. • Support business needs.
External	
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice to support procurement decision making and provide solutions to issues. • Optimise engagement to define mutual interests, manage expectations and achieve defined outcomes.
State, government and non-government agencies	<ul style="list-style-type: none"> • Establish networks to enable performance benchmarking, monitor market trends and maintain currency in procurement trends and developments.

Who	Why
	<ul style="list-style-type: none"> Contribute to cross agency or whole of government projects/programs. Influence the development of procurement policy, programs and services.
Vendors/service providers and consultants	<ul style="list-style-type: none"> Communicate needs, facilitate business transactions and resolve issues. Negotiate and approve contracts and service agreements and variations. Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements. Develop, co-ordinate and deliver supplier development programs to shape markets to meet current and future needs.

Role dimensions

Decision making

This role works with limited supervision and guidance to achieve overall work commitments developed in agreement with the supervisor or manager. The role acts independently to determine day-to-day work priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

Reporting line

Manager, Procurement Systems, Manager, Infrastructure Procurement Coordination, Manager, Procurement (Non-Projects)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant educational qualifications and/or relevant experience.

Capabilities for the role





The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

This role also utilises an [occupation specific capability set](#).


Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Procurement Professionals Capability Set

Capability Group	Capability Name	Level
 Procurement	Strategic Procurement Leadership	not applicable
	Procurement Analysis	Level 1
	Strategic Sourcing	Level 1
	Commercial Negotiation	not applicable
	Procurement Risk Management	not applicable
	Supplier Relationship Management	Level 1
	Contract Management	not applicable
	Legislative and Policy Environment	not applicable
	Contract Law	not applicable
	Cost Management	not applicable

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way. • Support a culture of integrity and professionalism. • Understand and follow legislation, rules, policies, guidelines and codes of conduct. • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct. • Recognise and report misconduct, illegal or inappropriate behaviour. • Report and manage apparent conflicts of interest.
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English'. • Clearly explain and present ideas and arguments. • Listen to others when they are speaking and ask appropriate, respectful questions. • Monitor own and others' non-verbal cues and adapt where necessary. • Prepare written material that is well structured and easy to follow by the intended audience. • Communicate routine technical information clearly.
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment. • Share information and learning across teams. • Acknowledge outcomes which were achieved by effective collaboration. • Engage other teams/units to share information and solve issues and problems jointly. • Support others in challenging situations.
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly. • Initiate, and develop team goals and plans and use feedback to inform future planning. • Respond proactively to changing circumstances and adjust plans and schedules when necessary. • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals. • Accommodate and respond with initiative to changing priorities and operating environments.
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks.

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Apply practical skills in the use of relevant technology.• Make effective use of records, information and knowledge management functions and systems.• Understand and comply with information and communications security and acceptable use policies.• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies.