

Role Description

Procurement and Contract Specialist



Transport
for NSW

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Regional and Outer Metropolitan / Networks and Assets/ Regional Maintenance/ Statewide Delivery/ Strategic Procurement
Role number	51021178 and 51021179
Classification/Grade/Band	USS9
ANZSCO Code	133612
PCAT Code	1227292
Date of Approval	May 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Regional and Outer Metropolitan

We engage with our customers and communities to deliver safe and tailored transport choices that connect regional NSW and contribute to strong economic growth and sustainability

We are a division with big responsibilities and ambitions for making regional NSW a better place to live, work and enjoy. We take a holistic view of regional transport. We plan, build and operate our transport network and services with our customer in mind. We improve the efficiency, reliability and safety of transport within and between regional cities and centres.

Primary purpose of the role

The Procurement and Contract Specialist will lead and manage end-to-end strategic procurement process to deliver value for money outcomes for procurement of project works, materials and services for asset development and asset maintenance projects. The role will also oversee the activities being undertaken by the reporting Contract Officers.

Key accountabilities

- Achieve value for money outcomes for procurement of project works, materials and services for asset development and asset maintenance projects.
- Implement procedures, guidelines and practices, in collaboration with subject matter experts, to deliver superior commercial, technical, quality, indigenous, health and safety and environmental management outcomes.
- Develop and deliver procurement strategies, tender evaluation plans and reports, including contract management plans.
- Develop tender and contract documentation which may include critiquing technical specifications, to engage, deliver and administer asset maintenance and asset development projects.
- Undertake contract administration functions which include validation of statutory and contractual insurance requirements, obtaining security deposits and ratifying long service levy requirements.
- Manage and develop Contract Officer(s) to a high level of proficiency and capability.

Key challenges

- Establishing good working relationships with stakeholders within the various geographically locations.
- Working in a fast-paced environment that has challenging timelines and competing priorities.
- Managing the expectations of internal clients, in the delivery of works, while ensuring procurement and commercial requirements are being satisfied.

Key relationships

Who	Why
Internal	
Procurement Project Manager (Reporting Manager)	<ul style="list-style-type: none"> • Monitor, track and provide regular updates on the status of the procurement projects, • Escalate major risks and receive advice on corrective actions, • Seek probity advice, • Monitor, track and report achieved savings and benefits.
Contract Officer(s) (Direct Reports)	<ul style="list-style-type: none"> • Allocate procurement and contract administration tasks to the Contract Officer(s), • Oversee the activities being undertaken by the Contract Officer(s), • Maintain constant communication and collaboration with the Contract Officer(s) to satisfy contractual deliverables and project Value for Money requirements, • Develop Contract Officer(s).
Project, Contract Managers and Work Support Officers based in Regions	<ul style="list-style-type: none"> • Provide procurement and contract advice, • Work collaboratively with internal and external stakeholders to identify and manage procurement and contract risks. • Keep clients informed on the progress of procurement projects and other procurement and contract matters,
Principal Manager, Strategic Procurement	<ul style="list-style-type: none"> • Be a source of information of the status of procurement projects in the absence of the Procurement Project Manager.

Transaction and Governance Manger, Category Manager, Asphalt Coordinator and Safety, Environment, Quality Officer	<ul style="list-style-type: none"> Positively contribute to Procurement Unit's deliverables and targets.
Finance and Insurance Specialists	<ul style="list-style-type: none"> Collaboratively make requests for Financial information and assessments on tenderers and take action on any Insurance requirements
External	
Contractors and Suppliers	<ul style="list-style-type: none"> Develop sustainable strategic relationships with key suppliers and contractors; Maintaining effective communications with external suppliers and contractors in the entire procurement process;
Other TfNSW divisions and Transport operating agencies and stakeholders, in particular Transport Shared Services	<ul style="list-style-type: none"> Work cooperatively and proactively with internal organisations building solid working relationships and partnerships. Working with TSS Officers to ensure contracts are correctly established and recorded.

Role dimensions

Decision making

The role operates with autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

Reporting line

The role accounts and reports to the Procurement Project Manager

Direct reports

The role may have a variable number of direct reports depending on business/ project requirements

Budget/Expenditure

As per the approved TfNSW Financial Delegations

Key knowledge and experience

- Demonstrated experience in strategic sourcing of civil engineering or infrastructure and asset maintenance projects.
- Proven knowledge in proactively managing complex procurement, commercial and financial risks.
- Demonstrated understanding of Work Health and Safety, Environmental, and Quality Management Systems and requirements in an engineering or relevant environment.

Essential requirements

- Qualification in Procurement, Supply Chain qualifications and/or an engineering degree or similar from an Australian University or equivalent overseas tertiary qualification, plus appropriate practical skills and/or extensive experience relevant to the position.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


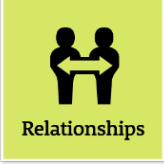
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 <p>Relationships</p>	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
 <p>Business Enablers</p>	<p>Procurement and Contract Management</p> <p>Understand and apply procurement processes to ensure effective purchasing and contract performance</p>	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management • Develop well-written, well-structured procurement documentation that clearly sets out the business requirements • Monitor procurement and contract management processes to ensure they are open, transparent and competitive • Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles • Escalate procurement and contract management issues, where required 	Adept
 <p>People Management</p>	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> • Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve 	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Occupation specific capability set			

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Procurement Analysis Gather and evaluate information on the market, business needs, categories, key suppliers, the supply chain and contextual factors to inform procurement decisions	<ul style="list-style-type: none"> Effectively engage stakeholders and develop procurement strategies based on sound knowledge of business needs and supply markets Identify a number of different supply markets from which a category can be sourced and assess the optimal approach Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis Apply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply markets Undertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategies Research and provide competitive procurement options to deal with limited supply of products and services Review and select tools and systems solutions developed to suit the application needed 	Level 3
	Strategic Sourcing Select suppliers of required goods and services, based on market evaluation, capability and alignment to the strategic procurement directions of the organisation	<ul style="list-style-type: none"> Manage categories or large areas of expenditure Engage supply markets and internal stakeholders positively to achieve effective communication and conditioning Analyse all internal and external procurement information to effectively develop supply base strategies for major procurement projects Prepare procurement documentation which is professional, well-structured and concise, uses appropriate language and contains relevant information for high value/ high risk projects Demonstrate expert knowledge of the supplier evaluation and selection process and manage the process for high value/high risk projects Develop evaluation plans that allow for a multi-stage evaluation and assessment of several potentially competing criteria and complex Value for Money calculations Conduct straightforward debriefs Develop detailed Contract Management plans that include defined KPIs, a pre-determined approach to feedback, and an action plan to address non-performance issues 	Level 3

FOCUS CAPABILITIES



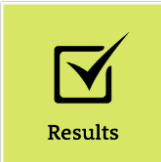



Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Legislative and Policy Environment</p> <p>Ensure that the planning, management and delivery of procurement outcomes is fully consistent with all relevant legislative, probity and policy requirements</p>	<ul style="list-style-type: none"> • Ensure that all relevant legislative requirements are incorporated into procurement related activities • Model behaviour on the code of conduct and ensure procurement practices address all legislative requirements and organisational corporate social responsibility (CSR) guidelines and requirements • Demonstrate full understanding of public procurement probity and ethical processes and undertake/ oversee major tender processes to deliver successful solutions • Assess the social and environmental impact of procurement activities and work with internal and external stakeholders to address these risks and impacts • Undertake sustainability risk assessments (social, economic and environmental) for major projects and incorporate sustainability strategies into sourcing activities 	Level 3

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate
Occupation specific capability set			
 Procurement	Commercial Negotiation	Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	Level 3
	Procurement Risk Management	Identify, assess and mitigate procurement risks	Level 3
	Contract Management	Effectively manage the performance of suppliers through robust contract frameworks, successfully delivering contractual obligations	Level 2
	Contract Law	Prepare, confirm and approve concise and complete contractual documentation and protect the organisation's commercial position in areas such as liabilities, indemnities, insurances and warranties	Level 2