

Role Description

Senior Consultant



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Commercial Commissioning & Procurement / NSW Procurement
Location	Sydney CBD
Classification/Grade/Band	Grade 09/10
Kind of Employment	Ongoing
ANZSCO Code	132411
PCAT Code	3119192
Date of Approval	July 2020
Agency Website	https://www.treasury.nsw.gov.au

Why NSW Treasury

As the NSW Government's principal financial and economic adviser, Treasury's role is to enable the Government to deliver its promise to the people of New South Wales that the State will always be a great place to live and work!

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role in supporting and investing in our key partners (service delivery clusters). Our responsibility includes lifting financial management capability and culture across the sector and support the NSW Government's commitment to achieving significant and sustainable financial management improvement.

Look at the NSW Treasury website for further information about our structure and functions: <https://www.treasury.nsw.gov.au/about-treasury/about-nsw-treasury>

Primary purpose of the role

Deliver high level advisory services to support and assist nominated cluster/agencies achieve their procurement objectives and successfully transition to the new Procurement operating model through the development of requisite capabilities and focused strategic category management development reflecting leading procurement practice.



Treasury

Key accountabilities

- Provide expert procurement, technical advice and support to nominated clusters/agencies to assist them meet their procurement objectives.
- Maintain an understanding of the business, challenges and services being delivered to citizens by nominated clusters and agencies, and proactively work with them to transform the customer experience.
- Provide advice and assistance to nominated clusters and agencies in regard to complex procurement activity in support of their procurement objectives.
- Assist the nominated clusters and agencies as required to ensure effective and efficient delivery of services.
- Actively collaborate with nominated clusters and agencies to support continued innovation and delivery of NSW Government procurement reform objectives.
- Contribute to the development and ongoing management of the program of work for nominated clusters and agencies to ensure that procurement reform and cluster/agency objectives are achieved.
- Maintain a high level of performance to ensure that service delivery, issues and agency satisfaction levels are appropriately monitored, analysed and satisfactorily resolved on a timely basis.

Key challenges

- Provision of high-level procurement and technical advice to nominated clusters/agencies to guide their procurement activities, including development of procurement and category plans.
- Developing the required relationships across the government to successfully deliver agreed outcomes.
- Assist in the building of a positive, diverse and productive workforce that aligns with the new Procurement operating model.

Key relationships

Who	Why
Client Agencies,	Provision of strategic procurement advice to guide procurement activities, including development of procurement and category plans.
NSWP Leadership Group and Category Teams	Monitoring of agency compliance with the policy framework, including procurement principles, strategic directions, policies and guidelines.
Strategic Policy	Liaise with Strategic Policy on a regular basis regarding the interpretation of data analysis/research to support new policies, category service delivery and procurement reform initiatives

Role dimensions

Decision making

The Senior Consultant has a level of autonomy in the delivery of the NSW and Whole of Government Procurement Strategy and makes day-to-day decisions in relation to prioritising activities and maximising the utilisation of assigned resources.

The role is accountable to the Engagement Manager, NSW Procurement for meeting client and business unit needs and the delivery against the NSW Procurement strategy, through the effective management of the procurement life cycle and contributes to the achievement of successful business outcomes.

Decisions made by the Senior Consultant must effectively balance social, environmental and economic considerations within financial and human resources parameters as well as the impacts to both the organisation and Government.

Decisions regarding matters that are more strategic, sensitive or have high impact will be made in consultation with the Engagement Manager, NSW Procurement.

Reporting line

Director NSWP Advisory Services

Direct reports

Nil

Essential requirements


- Tertiary qualifications in a relevant discipline to facilitate effective procurement services in a commercial environment. Such qualifications might be management, business administration or technically oriented depending upon experience and/or industry experience in the delivery of innovative procurement solutions in large public sector agencies or commercial enterprises.
- Relevant professional accreditation or certification, such as MCIPS.
- Completion or Commitment to complete the NSW Procurement Certification Training Program.

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

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
	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
Occupation / profession specific capabilities		
Capability Set	Category, Sub-category and Skill	Level
	Procurement, Procurement Analysis	Level 3
	Procurement, Strategic Sourcing	Level 3
	Procurement, Commercial Negotiation	Level 4

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
Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Results Plan & 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 Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management Conduct delegated purchasing activities, complying with prescribed guidelines and procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements

Occupation / profession specific capabilities

Group and Capability	Level	Behavioural Indicators
Procurement Procurement Analysis	Level 3	<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
Procurement Strategic Sourcing	Level 3	<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
Procurement Commercial Negotiation	Level 5	<ul style="list-style-type: none"> Lead business stakeholders in the development of toolkits and frameworks aimed at supporting all areas in undertaking effective procurement negotiations Effectively influence the executive team and other internal and external stakeholders to use best practice procurement negotiation principles Provide high level consultancy advice on negotiation process and tactics, as an expert negotiator within the business Actively promote and support the development of commercial negotiating skills and practice across the organisation Persuade, influence and condition others to change their position to achieve optimal procurement outcomes, taking a tough negotiating stance when necessary