

Role Description

Assistant Procurement Officer



Cluster	Stronger Communities
Department/ Agency	Office of Sport
Division/Branch/Unit	Corporate Services Group / Finance and Procurement
Location	Sydney Olympic Park
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	XXXX
Role Number	XXXX
PCAT Code	XXXX
Date of Approval	XXXX
Agency Website	http://www.sport.nsw.gov.au/

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation. The Office of Sport aims to increase the levels of physical activity of the people of NSW by providing the leadership, policies, programs, funding and infrastructure necessary to enable higher rates of participation in sport and active recreation.

Primary purpose of the role

The Assistant Procurement Officer undertakes a range of procurement related administrative and support activities, contributing to a procurement function that meets organisational and business objectives of the Office of Sport.

Key accountabilities

- Communicate with and provide information to staff across the Agency as required supporting governance and compliance with applicable procurement policies and frameworks.
- Provide operational support to procurement team members responsible for implementing procurement strategies to ensure agreed outcomes are achieved.
- Undertake contract administration activities such as arranging contract review meetings, reporting and data, extensions and variations.
- Assist with the administration and management of records in various procurement related systems including eTendering system, contract lifecycle management system, and records management system.
- Undertake any purchases which are centralised and the responsibility of the procurement team.
- Keep up to date with procurement legislation, directions, policies and frameworks which experience a high rate of change.

Key challenges

- Delivering multiple procurement related administrative and support activities in line with applicable procurement legislation, directions, policies and frameworks, in an environment of tight deadlines and competing demands and priorities.

Key relationships

Who	Why
Internal	
Functional Head	<ul style="list-style-type: none">• Support decision making and directions in procurement
Manager	<ul style="list-style-type: none">• Provide updates on administrative and support activities being undertaken• Provide operational support during the implementation of procurement strategies• Obtain direction and advice as required
Stakeholders	<ul style="list-style-type: none">• Respond to enquiries and provide information• Undertake contract management activities• Assist with administration of procurement related records• Undertake centralised purchasing
External	
Suppliers	<ul style="list-style-type: none">• Respond to enquiries• Undertake contract management activities
Other NSW Government Agencies	<ul style="list-style-type: none">• Establish networks and participate in knowledge sharing to stay up to date with procurement trends and developments.

Role dimensions

Decision making

The Assistant Procurement Officer has a limited level of autonomy regarding decision making. Issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Manager Procurement.

Reporting line

Manager Procurement

Direct reports

Nil

Budget/Expenditure

Nil

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
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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 to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<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
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance.	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing. Conduct delegated purchasing activities in line with procedures. Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements. 	Intermediate

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	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 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	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective project planning, coordination and control methods	Foundational