

# Role Description

## Procurement Officer



Planning,  
Industry &  
Environment

Cluster	Planning Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Corporate Services/ Property Fleet and Procurement/Procurement
Location	Orange
Classification/Grade/Band	Clerk Grade 7-8
Role Number	Bespoke/Procurement and Contract Administration/Deliver
ANZSCO Code	139999
PCAT Code	3119192
Date of Approval	December 2018 (updated March 2020)
Agency Website	<a href="http://www.dpie.nsw.gov.au">http://www.dpie.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW

### Primary purpose of the role

The Procurement Officer provides procurement expertise and assists stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives.

### Key accountabilities

- Validate stakeholder business needs, compile and source market information, and assist in analysing markets and assessing risk to inform procurement planning and sourcing decisions
- Conduct sourcing activities in accordance with established policies and procedures to meet business needs and participate in negotiations to establish and review supply arrangements that will deliver value for money procurement outcomes
- Implement and contribute to the development of contract management plans, resolve issues, monitor performance and negotiate contract variations through effective supplier relationships to enhance business outcomes
- Prepare and/or review of tender, contractual, procurement strategy and purchasing documents related to any procurement activities
- Provide advice, information and guidance on procurement related matters to staff across the agency to provide governance and support good practice in procurement
- Identify, mitigate and escalate procurement risks to enable the organisation to meet its obligations and maximise business opportunities

- Maintain and update procurement records and generate reports on procurement and contract activity to meet organisational compliance requirements and provide access to procurement information

## Key challenges

- Explaining procurement processes and requirements to those responsible for business unit spend and persuading them to adopt best practice, given the complexity of procurement and the time-pressured working environment
- 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
<b>Internal</b>	
Director	<ul style="list-style-type: none"> <li>● Provide reports and advice to contribute to decision making and directions in procurement</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>● Provide expert advice, governance and support to agency staff/teams undertaking procurement</li> </ul>
Manager	<ul style="list-style-type: none"> <li>● Provide advice on procurement strategies and directions and contribute to broader unit issues</li> <li>● Report on progress towards business objectives, discuss key projects and issues, seek and receive advice</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>● Provide reports, analyses and advice to support procurement decision-making</li> </ul>
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> <li>● Draft contract and agreement documents and engage with legal for their review</li> <li>● Gather information to support monitoring and assessment of markets, suppliers and contract performance</li> <li>● Explore business opportunities and contribute to the development of procurement strategies and supply arrangements</li> <li>● Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements</li> <li>● Liaise with suppliers on questions which arise in relation to RFx documents</li> </ul>
Other NSW Government Agencies	<ul style="list-style-type: none"> <li>● Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in procurement</li> <li>● Contribute to cross agency or whole of government projects/programs</li> </ul>
Professional and Sector Associations	<ul style="list-style-type: none"> <li>● Share information on market developments, performance benchmarking, innovation and other matters of mutual interest</li> </ul>

## Decision making

- Works under general direction within a clear framework of accountability

- Plans and manages own work priorities within the context of the role and project priorities.
- The role has autonomy to initiate their own work and that of others and is responsible for meeting allocated objectives.

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure





Nil


## 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](http://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
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Intermediate
	Technology	Foundational
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	Project Management	Intermediate

Capability Set	Category and Sub-category	Level and Code
	<b>Procurement Analysis</b>	<b>2</b>
	<b>Strategic Sourcing</b>	<b>2</b>
	Commercial Negotiation	2
	<b>Procurement Risk Management</b>	<b>2</b>
	Contract Management	2

## 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b>	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> </ul>

Demonstrate Accountability		<ul style="list-style-type: none"> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> </ul> <p>Use financial and other resources responsibly</p>
<b>Business Enablers</b>	Adept	
Procurement and Contract Management		<ul style="list-style-type: none"> <li>• Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>• Develop well written, well-structured procurement documentation that clearly sets out the business requirements</li> <li>• Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective</li> <li>• Be aware of procurement and contract management risks, and what actions are expected to mitigate these</li> <li>• Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>• Escalate procurement and contract management issues where required</li> </ul>

## Occupation specific capability set Procurement

Category and Sub-category	Level and Code	Level Descriptions
Procurement Analysis	2	<ul style="list-style-type: none"> <li>• Engage with stakeholders to determine business needs and requirements to inform procurement decisions</li> <li>• Thoroughly research the key risks, people, market, supplier and timing issues for categories</li> <li>• Develop basic analysis of spend using simple tools and spreadsheets to identify trends and assess changes in demand</li> <li>• Undertake basic supply market analysis for straightforward areas of spend with some direction and oversight</li> <li>• Undertake basic supplier/customer preferencing for straightforward areas of expenditure</li> <li>• Develop functional specifications to ensure supply options are not limited</li> <li>• Apply different tools/techniques appropriately in different procurement situations</li> </ul>
Strategic Sourcing	2	<ul style="list-style-type: none"> <li>• Procure a wide range of complex goods/services</li> <li>• Consult with internal stakeholders to determine procurement business needs and changes in demand and manage stakeholder expectations</li> <li>• Recognise the different routes to market and determine which is the most appropriate i.e. RFx*, negotiation etc.</li> <li>• Prepare procurement documentation which is professional, well-structured and concise, uses appropriate language and contains relevant</li> </ul>

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information for medium value/risk projects

- Proficiently use all types of RFX and other 'go-to-market' processes
- Develop evaluation plans that incorporate both price and non-price components.
- Undertake simple Value for Money calculations
- Develop template Contract Management plans that include defined KPIs for straightforward procurement contracts

RFX captures all references to "Requests for ....." including Requests for Information (RFI), Request for Proposal (RFP), Request for Tender (RFT), Request for Quotation (RFQ)

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Procurement Risk  
Management

2

- Identify and evaluate key risks at a contractual level for straightforward arrangements and seek input from other functions as appropriate (e.g. finance, legal etc.)
  - Input to risk logs and opportunity assessment reports as outlined in the organisational procurement practices
  - Develop risk mitigation strategies for straightforward procurement arrangements
  - Identify areas of non-compliance to procurement policy and raise with relevant stakeholders
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