

Role Description

Senior Procurement Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water/ Water Utilities
Location	Parramatta / Newcastle
Classification/Grade/Band	Clerk Grade 9/10
Role Family (<i>internal use only</i>)	Bespoke/ Procurement and Contract Management/Deliver
ANZSCO Code	511111
PCAT Code	1127292
Date of Approval	June 2019
Agency Website	https://www.industry.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster 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 Senior Procurement Officer partners with stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and ACWSP objectives.

Key accountabilities

- Develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs
- Develop and administer contract management plans, negotiate changes and modifications, supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes
- Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes
- Partner with staff from across the organisation providing high level advice and guidance to build expertise in procurement, provide governance and improve procurement practice and outcomes
- Identify, manage and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity
- Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes
- Undertake business needs assessment, supply market analysis and commercial risk

Key challenges

- Delivering a range of program management and support services, given tight deadlines, geographically dispersed project sites, limited resources and the need to manage competing priorities

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide expert advice on procurement strategies and directions and contribute to broader unit issues • Report on progress towards business objectives, discuss key projects and issues and receive advice
Stakeholders	<ul style="list-style-type: none"> • Collaborate and provide expert advice to contribute to procurement strategies, activities and decision-making • Provide governance, guidance and support to agency staff/teams undertaking procurement • Resolve and provide solutions to issues and build capability
External	
Stakeholders	<ul style="list-style-type: none"> • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation • Provide advice and information to support procurement decision-making
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Gather information to support analyses of markets and suppliers and contract performance • Explore opportunities and develop innovative procurement strategies and supply arrangements • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements
Other NSW Government Agencies	<ul style="list-style-type: none"> • Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in procurement • Contribute to cross agency or whole of government projects/programs • Influence the development of procurement policy, programs and services

Role dimensions

Decision making

- Has autonomy to manage tasks and projects either individually or participates within teams and manages individual priorities and performance.
- Exercises discretion in the approach and content of information, advice and recommendations provided and consults with the Manager regarding issues or sensitivities

Reporting line

- Manager - Aboriginal Communities Water and Sewerage Program

Direct reports

- Nil

Essential requirements





- Knowledge, experience and understanding of NSW Government Procurement processes

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.

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

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	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
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 Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation 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, and that contract performance is effective • Be aware of procurement and contract management risks, and what actions are expected to mitigate these • 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