

Role Description

Manager, Procurement

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Procurement and Finance
Location	Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
Role Number	221510
ANZSCO Code	139999
PCAT Code	3332492
Date of Approval	June 2020
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Lead and direct the provision of procurement services, including procurement planning, development, sourcing, contract, risk management, supply market management and development, strategic planning and execution, and contract and risk management activities, to meet business needs.

Key accountabilities

- Lead the development and implementation of policies, procedures, systems and performance management frameworks for all procurement related activity to ensure a high level of professional practice and deliver compliant, effective and efficient procurement outcomes.
- Develop and implement procurement plans and strategies to meet business needs, enhance stakeholder engagement, and challenge and motivate providers to optimise service outcomes.
- Partner with stakeholders to develop innovative supply strategies, establish supply arrangements, lead high-level negotiations and manage contracts to deliver value for money outcomes.
- Provide authoritative advice to key stakeholders on all aspects of the procurement function to encourage innovative practices, achieve delivery of business outcomes and support policy directions.

- Lead and manage procurement staff and cross-functional procurement teams to successfully deliver procurement business plans and achieve optimal outcomes from procurement activity.
- Apply the procurement governance and risk management framework to monitor compliance, manage risk and improve procurement activity and performance.
- Lead negotiations on high impact, complex supply arrangements and contract issues to deliver better category outcomes.

Key challenges

- Managing organisational demand and influencing business units to adopt innovative ways of structuring their operations to meet their goods and services needs more efficiently, given that procurement budgets are usually controlled by the business units.
- Developing and implementing strategies to build organisational capability in procurement, given the complex legislative and policy environment and the great diversity of factors, including the dynamic nature of supply markets that need to be taken into account in many procurement decisions.

Key relationships

Who	Why
Internal	
Chief Executive/Executive Director	<ul style="list-style-type: none"> • Provide expert advice to contribute to decision making and strategic directions in procurement.
Director	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Executive	<ul style="list-style-type: none"> • Provide expert advice and support to address complex procurement needs and issues. • Partner in developing and executing procurement and negotiation strategies.
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor to develop professional procurement capabilities and a business partnering approach to stakeholders/clients.
Stakeholders	<ul style="list-style-type: none"> • Collaborate and provide expert advice to contribute to procurement strategies, activities and decision-making. • Manage expectations, resolve and provide solutions to complex issues. • Support business needs.
External	
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice to support procurement decision making and provide solutions to issues. • Optimise engagement to define mutual interests, manage expectations and achieve defined outcomes.

Who	Why
State, government and non-government agencies	<ul style="list-style-type: none"> • Establish networks to enable performance benchmarking, monitor market trends and maintain currency in procurement trends and developments. • Contribute to cross agency or whole of government projects/programs. • Influence the development of procurement policy, programs and services.
Vendors/service providers and consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate business transactions and resolve issues. • Negotiate and approve contracts and service agreements and variations. • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements. • Develop, co-ordinate and deliver supplier development programs to shape markets to meet current and future needs.
Professional and sector associations	<ul style="list-style-type: none"> • Exchange market intelligence, performance benchmarking information, innovation and other matters of mutual interest to evaluate and enhance the effectiveness and quality of procurement programs and services.

Role dimensions

Decision making

The role manages, prioritises and organises allocated tasks and work for the team. The role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high risk or business critical, the role consults with the Director to agree on a suitable course of action.

Reporting line

Director, Procurement & Finance

Direct reports

Up to 5

Budget/Expenditure

Budget - Nil

Financial delegation of up to \$75,000

Essential requirements

- Tertiary qualifications in procurement or contract management and/or equivalent experience in procurement and contract management.
- Demonstrated knowledge and understanding of NSW government procurement policies, systems, procedures and legislation including probity.
- Knowledge of and commitment to the department's Aboriginal education and training policies.






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

This role also utilises an [occupation specific capability set](#).

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	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Advanced
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

Procurement Professionals Capability Set

Capability Group	Capability Name	Level
	Strategic Procurement Leadership	Level 3
	Procurement Analysis	Level 3
	Strategic Sourcing	Level 4
	Commercial Negotiation	Level 4
	Procurement Risk Management	Level 4
	Legislative and Policy Environment	Level 3

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	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise and explain the need for compromise Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relations with internal and external stakeholders Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements Implement systems and processes that underpin high quality research and analysis
Business Enablers Procurement and Contract Management	Advanced	<ul style="list-style-type: none"> Ensure that government and organisational policy in relation to procurement and contract management is implemented Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures Promote the principles of risk management as applied to procurement projects, to identify and mitigate risk

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Optimise Business Outcomes	Adept	<ul style="list-style-type: none"> Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes Represent the organisation in the resolution of complex/sensitive disputes with providers, suppliers and contractors
		<ul style="list-style-type: none"> Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives Allocate resources to ensure achievement of business outcomes and contribute to wider workforce planning Ensure that team members base their decisions on a sound understanding of business principles applied in a public sector context Monitor performance against standards and take timely corrective actions Keep others informed about progress and performance outcomes

Occupation specific capability set Procurement

Category and Sub-category	Level and Code	Level Descriptions
Commercial Negotiation	4	<p>Develop robust negotiation plans with business partners for complex procurement negotiations and coach other procurement staff in how to approach negotiations</p> <p>Gather and apply leading edge procurement negotiation thinking and practice across the organisation</p> <p>Lead negotiations for large complex categories and significant projects (e.g. outsourcing agreements, Joint Ventures, partnerships)</p> <p>Adopt appropriate negotiation styles for all situations (internal and external), and effectively use these to deliver optimal procurement outcomes</p>
Procurement Risk Management	4	<p>Lead the development of risk management tools and techniques to identify and prioritise risks to service delivery</p> <p>Work closely with business areas to identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks emanating from procurement activity and supply base arrangements</p> <p>Follow procurement risk management processes for major projects and coach others within the team on how to conduct risk assessments using established processes and frameworks</p> <p>Act as an internal consultant on techniques and actions to manage risk for high value complex projects and relationships, and take calculated risks to achieve objectives</p> <p>Manage compliance and work with business partners to eliminate non-compliant practices in procurement</p>

