

Role Description

Strategic Sourcing Manager

Cluster	Transport and Infrastructure
Agency	Transport for NSW
Division/Branch/Unit	Corporate Services/Transport Shared Services
Location	Burwood
Classification/Grade/Band	Transport Grade 9
Role Number	51016386/51016387/51016388/51016389/51016390/51016391/ 51016336/51016337/51016338/51016339/51016340/51016341/51016342
ANZSCO Code	133612
PCAT Code	1227273
Agency Website	https://www.transport.nsw.gov.au/

Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we're delivering a \$41.5bn program – the largest this nation has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce which reflects the community and the customers we serve.

Primary purpose of the role

The position is responsible for developing and refining sourcing strategies for major and general suppliers (at both the enterprise and business unit level). It also provides advice on the strategic and transactional aspects of sourcing and is accountable for end-to end sourcing activities, providing leadership and expertise in strategic sourcing (strategy and commercial execution).

Key accountabilities

- Establishing a procurement network that ensures delivery of safe, clean, reliable, customer centric services and value for money.
- Lead the effective delivery of end to end sourcing capability and commercial execution activities, including tenders and requests for proposal (RFx), evaluations, supplier negotiations, contract development and execution.
- Delivering value through collaborative relationships with our partners (internal & external) to help team achieve the #1 trusted advisor team status and creating a sponsorship for sourcing within business that contributes towards higher Internal Customer Advocacy status
- Liaise with customers to deliver complex sourcing activities based on risk based approach. Undertake market, trends, best practice and upcoming innovation analysis by collaborating with Business Optimisation team for inputs into Procurement strategy and ongoing procurement activities.

- Understand category specifications and ensure risk, compliance and other legal aspects in agreements are appropriate and maintained. Develop appropriate SLA's, reporting mechanisms into contracts to support ongoing contract management and communication plans
- Responsible for creating collaboration between business contract managers, supplier performance team, business unit stakeholders to deliver on Procurement activities.
- Provide input into Annual Strategic Procurement Plan (ASPP) and ensure all the activities agreed for the category in ASPP are delivered to 100% target as agreed with business.
- Creating a one team environment/culture by engaging and working together with all other teams within Procurement Services.

Key challenges

- Successfully supporting the Senior Manager Strategic Sourcing in planning key stakeholder strategies that enhance the agency's procurement capability.
- Building a close working relationship with diverse group of stakeholders and placing procurement as a strategic function within the agency.
- Providing timely and expert advice on procurement and contract issues to the the Business Units.

Key relationships

Who	Why
Internal	
Senior Manager Strategic Sourcing	<ul style="list-style-type: none"> • Provides direction and acts as escalation point
Business Optimisation Team	<ul style="list-style-type: none"> • Provide business intelligence to support sourcing activities
Contract Administration Team	<ul style="list-style-type: none"> • Provide contract administration support
External	
NSW Government Departments and Agencies including Department of Finance and Services - TfNSW Agencies including Transport Projects, RMS & STA	<ul style="list-style-type: none"> • Customers and key stakeholders. Policy guidance and collaboration.
Commercial Suppliers	<ul style="list-style-type: none"> • Providers of goods and services
Professional and Industry bodies	<ul style="list-style-type: none"> • Collaboration and best practice

Role dimensions

Decision making

Decision making throughout projects to satisfy all stakeholders and ensure projects are delivered to time requirements outlined in the strategy. Collaborative decision making requirement of the Position is to deliver value for money outcomes. Project strategy development

Reporting line

Reports to a Senior Manager Strategic Sourcing, along with six other Strategic Sourcing Managers

Direct reports

Nil

Budget/Expenditure

No direct responsibility for budget

Essential requirements

Tertiary and/or other relevant post-graduate qualifications (Preferably MCIPS) /or extensive practical experience in similar Procurement environment.





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	Adept
	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	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept

Capability Group	Capability Name	Level
	Strategic Procurement Leadership	not applicable
	Procurement Analysis	Level 3
	Strategic Sourcing	Level 2
	Commercial Negotiation	Level 3
	Procurement Risk Management	not applicable
	Supplier Relationship Management	Level 3
	Contract Management	not applicable
	Legislative and Policy Environment	not applicable
	Contract Law	not applicable
	Cost Management	not applicable

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 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

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
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	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
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
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and

Group and Capability	Level	Behavioural Indicators
		<p>communication requirements</p> <ul style="list-style-type: none"> • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

Procurement Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
Procurement Strategic Sourcing	Level 2	<ul style="list-style-type: none"> • Procure a wide range of complex goods/services • Consult with internal stakeholders to determine procurement business needs and changes in demand and manage stakeholder expectations • Recognise the different routes to market and determine which is the most appropriate i.e. RFx*, negotiation, e-auction etc. NOTE: * RFx captures all references to "Requests for" including Requests for Information (RFI), Request for Proposal (RFP), Request for Tender (RFT), Request for Quotation (RFQ) • Prepare procurement documentation which is professional, well-structured and concise, uses appropriate language and contains relevant 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
Procurement Commercial Negotiation	Level 3	<ul style="list-style-type: none"> • Partner with business areas to prepare and plan the procurement negotiation strategy based on sound knowledge, research and structure • Thoroughly research the key people, market, supplier, timing and risks for each procurement negotiation and set appropriate targets • Lead a multi-disciplined negotiating team in complex procurement negotiations (at a regional or cross business unit level) • Adopt negotiation styles to suit the situation (emotion, logic, threat, bargaining and compromise) and consistently utilise successful negotiating and influencing behaviours