

Role Description

Senior Manager Procurement and Logistics



Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	Finance, Asset and Business Services
Location	State Headquarters
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	132211
Role Number	52015523
PCAT Code	3227211
Date of Approval	October 2019
Agency Website	www.ses.nsw.gov.au

Agency overview

Our Mission: NSW SES saving lives and protecting communities.

Our Vision: Be the best volunteer emergency service agency in Australia.

The NSW State Emergency Service (NSW SES) is an emergency and rescue service made up almost entirely of volunteers and supported by a small staff contingent. NSW SES is a key influencer of other emergency service agencies and works closely with these partners to modernise and grow volunteering to save lives and protect communities

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides the majority of general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

Primary Purpose of the role

Lead a team in the effective and efficient management of the procurement and logistics functions for the NSW SES. The role will be responsible for ensuring agency wide procurement and logistics governance, risk management, compliance and alignment to the organisation's strategic priorities and business needs.

Key accountabilities

- Lead the development and implementation of procurement and logistics plans, strategies, and maintenance programs to ensure return on capital investment and finances across NSW SES, and act in the capacity of Chief Procurement Officer (CPO)
- Manage and develop a team to ensure continuous improvement in logistics services, procurement planning, sourcing and contract management, compliance and understanding of relevant legislation, work practices and Government requirements
- Develop and implement controls and identify and manage risks associated with procurement and logistics
- Provide expert advice and recommendations, including preparation of complex briefings, correspondence and reports, to the Director and the Senior Leadership Team to contribute to effective decision making and ensure strategic procurement and logistics requirements are met
- Manage procurement and logistics financial analysis, and recommend appropriate strategies and requirements to ensure effective outcomes
- Develop and implement overarching policies, procedures, systems, structures and frameworks for all procurement related activities to deliver best practice procurement and contract management solutions whilst ensuring compliance with reporting and financial management requirements
- Establish and lead an organisation wide procurement governance and risk management framework to monitor, manage and drive procurement performance, ensure compliance with relevant legislative and policy, manage risks and realise business opportunities.
- Lead, manage and plan to ensure effective and compliant utilisation of assets and resources (includes encouraging and supporting mobility, responsibility for budget/financial performance, and compliance with governance, work health & safety and other requirements)

Key challenges

- Ensuring senior managers adapt to a strategic and cost effective approach to procurement
- Researching, adopting and promoting innovative and best practice procurement and contract management processes and solutions within a geographically widespread, volunteer based organisation
- Building procurement and contract management expertise and resources across all parts of the NSW SES to deliver enhanced value-for-money from procurement activities

Key relationships

Who	Why
Internal	
Director Finance, Asset and Business Services	<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

NSW SES Directors/Managers	<ul style="list-style-type: none"> • Provide expert advice and support to address complex needs and issues
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development • Guide, support, coach and mentor to develop capabilities and a business-partnering approach to stakeholders/clients
NSW SES Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Key Stakeholders	<ul style="list-style-type: none"> • Consult and negotiate on the development, delivery and evaluation of strategies and activities • Manage expectations and resolve issues
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
Other NSW Government Agencies	<ul style="list-style-type: none"> • Establish networks to enable performance and benchmarking • Collaborate on cross agency or whole of government projects/programs • Influence the development of policy, programs and services

Role dimensions

Decision making

The role will operate with considerable autonomy in the management of its own, and of the work team's day to day goals and priorities. The role acts as the Chief Procurement Officer and has executive responsibility for NSW SES procurement management results to ensure the organisation attains the best value in the goods and services required to enable achievement of its goals. The role is fully accountable for the quality, integrity and accuracy of advice, evaluations and recommendations provided to the role supervisor.

The role will consult with the Director in relation to conflicts, major system or policy changes with organisation-wide outcomes, and issues requiring a higher delegated authority.

Reporting line

This role reports directly to the Director Finance, Asset and Business Services

Direct reports

The role has 3 direct reports;

Manager Contracts and Procurement

Procurement Officer Governance

Coordinator Logistics

Budget/Expenditure

Salary: \$1,332,896

Operating: \$2,200,000

Essential requirements

- Tertiary qualifications in a relevant discipline and/ or equivalent experience
- Demonstrated extensive experience in procurement and contract management, logistics management and developing strategies to support management services
- Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months

You may be required to participate in activities to support the agency during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge and capabilities. You may also be required to participate in an on-call roster.




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 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	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Advanced
	Project Management	Adept
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

Occupation specific capability set (Procurement Professionals Capability Set)

Capability Group	Capability Name	Level
	Strategic Procurement Leadership	Level 4
	Procurement Analysis	Level 3
	Strategic Sourcing	Level 3
	Commercial Negotiation	Level 2
	Procurement Risk Management	Level 3
	Contract Management	Level 2
	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	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical and professional behaviour and reinforce their use Represent the organisation in an honest, ethical and professional way and set an example for others to follow 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 with Integrity		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Act promptly on reported breaches of legislation, policies and guidelines Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration Encourage others to use appropriate collaboration approaches and tools, including digital technologies
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 in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Understand the impacts of funding allocations on business planning and budgets Identify discrepancies or variances in financial and budget reports, and take corrective action Know when to seek specialist advice and support and establish the relevant relationships Make decisions and prepare business cases, paying due regard to financial considerations
Business Enablers Procurement and Contract Management	Advanced	<ul style="list-style-type: none"> Ensure that employees and contractors apply government and organisational procurement and contract management policies Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions Promote effective risk management in procurement Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor and report on team performance in line with established performance development frameworks
People Management Optimise Business Outcomes	Adept	<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 the achievement of business outcomes and contribute to wider workforce planning When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences Ensure that team members base their decisions on a sound understanding of business and risk management 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 Professionals Capability Set)

Category, Sub-category	Level and Code	Skill and Level Description
Strategic Procurement Leadership	Level 4	<ul style="list-style-type: none"> • Influence the strategic vision and direction of the procurement function and support its effective implementation across all areas of the business • Incorporate business insights and objectives into the development of the procurement strategies • Develop innovative procurement solutions at a project/category/ organisational level • Use a range of organisational procurement models to design structures which suit the organisational environment • Establish KPIs and reporting processes and frameworks to capture and report the benefits of the procurement function • Lead efforts to develop and harmonise procurement processes/ standards across all user groups to gain buy-in and organisational commitment • Research and seek opportunities for improvement in procurement and effectively promote and manage changes in procurement policy, processes and practice • Mentor other procurement professionals on best practice and innovative methods to deliver better outcomes and lead by example