

Role Description

Senior Procurement Manager



Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Office of the Chief Executive / Commercial
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	TSSM
Role Number	51022312
ANZSCO Code	133612
PCAT Code	2117292
Date of Approval	June 2020
Agency Website	www.sydneymetro.info

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city

Primary purpose of the role

The primary purpose of the role is to lead the procurement function of a program/project, in consultation with the Project Directors and Project Managers, by providing direction to Procurement Managers and Procurement Officers during each stage of the procurement activities, ensuring effective administration of all procurement process outcomes, and overseeing compliance with all procurement policies, processes and procedures and governance frameworks.

Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Manage branch contribution to business plans, budgets and risk management plans, control costs, review and improve business systems and processes, and report as required on activities, performance, trends and issues
- Engage program / project delivery stakeholders early to identify specific program/project procurement requirements and create and manage procurement cross-functional teams, thereby overseeing the

end-to-end procurement process for the programs/projects with input from the procurement cross function team and in compliance with relevant policies, standards and procedures

- Lead and develop a procurement function aligned to program/project delivery strategies with input from the procurement cross-functional team
- Oversee the creation of a risk profile as required with the procurement cross-functional team, including but not limited to creating procurement and probity risk profiles and overseeing the probity management plan as required
- Manage and oversee the end-to-end tender process and preparation of contracts, including the communication with the tenderers through participating in contract negotiations as required to resolve commercial conditions, ensure value for money and allow timely award of contracts

Key challenges

- Ensuring that key decision makers in the business are aware of their responsibilities in complying with Procurement regulations and that there is a shared accountability for delivering effective procurement activities
- Ensuring compliance with agreed Commercial Management Framework and project management methodology framework
- Overseeing and controlling the review of procurement to identify issues and emerging trends, and to provide the basis for the continual development and improvement of services

Key relationships

Who	Why
Internal	
Director Procurement	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities
Direct reports and procurement teams	<ul style="list-style-type: none"> • Lead, inspire and motivate, provide direction and manage performance
Integrated project teams and wider Sydney Metro Office	<ul style="list-style-type: none"> • Participate in meetings to represent work group perspective and share information • Participate in discussions and decisions regarding implementation of innovation and best practice
External	
Other TfNSW divisions, business partners, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	<ul style="list-style-type: none"> • Build collaborative working relationships • Participate in forums, groups to represent agency and share information • Participate in discussions regarding innovation and best practice

Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes strategic operational priorities in consultation with the Director Procurement. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided

Reporting line

Sydney Metro operates under a matrix reporting model across functional and implementation groups, or project workstreams

The role reports to Director Procurement

Direct reports

The role has [...] direct reports

Budget/Expenditure

The budget/expenditure allocation for the role will be confirmed

Key Knowledge and Experience

Demonstrated experience in the development and management of procurement strategies, tendering frameworks and best practice, including significant experience in high level contract negotiation

Demonstrated strong working knowledge and understanding of NSW Government Procurement policies and guidelines

Essential requirements

Tertiary qualifications in a relevant discipline, or equivalent experience

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

This role also utilises an occupation specific capability set which contains information from the Procurement Professionals capability set. The capability set can be found at: [Procurement Professionals Capability Set](#)

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<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 promptly on reported breaches of legislation, policies and guidelines 	Advanced
	 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives <ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Design processes and policies based on the customer's point of view and needs Use data and information to monitor and improve customer service delivery Find opportunities to co-operate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community 	Adept
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross government Facilitate opportunities to engage and collaborate with external 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 	Advanced



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve work outcomes, and take responsibility for delivering on intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budget and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<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/sensitive disputes with providers, suppliers and contractors 	Advanced
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<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 	Adept

Occupation specific capability set Procurement






Category and Sub-category	Level and Code	Level Descriptions
 Procurement Analysis	4	<ul style="list-style-type: none"> Lead the development of procurement strategies in consultation with business partners Interpret markets and their dynamics to inform procurement decisions for complex categories or large projects Develop detailed spend visualisations which interpret the data, providing trends, demand drivers, themes and insight Regularly and effectively apply strategic tools to supply markets and across the supply chain Scope and shape categories to align with supply markets to maximise the organisation's influence Develop procurement strategies to deal with markets with limited suppliers Bring the external perspective to the organisation based on a deep understanding of practices from other industry sectors Research and develop systems solutions to meet changing procurement and supply chain needs
 Strategic Sourcing	4	<ul style="list-style-type: none"> Lead sourcing activities and management of large, complex categories or projects and often facilitate expert reference groups Lead supplier event days and other internal/external communication forums aimed at developing and engaging with the supply base to improve performance Lead the development of the supply base strategy within major markets and incorporate input from senior stakeholders and technical functions to obtain agreement to overarching strategy Demonstrate expertise in the development of all types of market facing documents in all categories and types of procurement activity Lead cross-functional teams in the evaluation of large, complex, organisation-wide agreements Develop evaluation plans that assess multiple complex criteria over several stages and incorporate complex Total Cost of Ownership or similar calculations Execute contracts in line with delegated authority and conduct potentially contentious or difficult debriefs with unsuccessful suppliers Develop detailed Contract Management Plans, KPIs, performance reviews, governance structures, resources, benefits tracking and reporting for significant projects and procurement categories


Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Project Management	Understand and apply effective project planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

Capability Set	Category and Sub-category	Level and Code
 Procurement	Strategic Procurement Leadership	3
	Procurement Analysis	4
	Strategic Sourcing	4
	Commercial Negotiation	4