

Role Description

Sourcing Officer



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/ Branch/Unit	Commercial, Commissioning and Procurement / NSW Procurement
Classification/Grade	Grade 7/8
ANZSCO Code	224999
PCAT Code	1447292
Date of Approval	April 2020
Agency Website	www.treasury.nsw.gov.au

Primary purpose of the role

Assist in the development and implementation of contemporary sourcing strategies for the ICT, Construction/Facilities, and Goods and Services categories in line with the procurement lifecycle, through collaboratively working with key Government and industry stakeholders, to ensure the achievement of NSW Government procurement objectives. Mitigate risk, promote and maintain fairness and probity in the intake of Suppliers to Government arrangements.

Key accountabilities

- Assist in the development and implementation of contemporary sourcing strategies to support the successful delivery of the strategic category management plans.
- Maintain, administer and support the creation of pre-qualification schemes and government contracts utilising contemporary tools and technology.
- Use a range of quantitative and qualitative data sources to identify savings and efficiency improvements to the ICT, Construction/Facilities, and Goods and Services categories.
- Support and advise category management teams in the development and implementation of industry engagement for ICT, Construction/Facilities, and Goods and Services categories to improve category management outcomes and promote innovation.
- Assist in developing and implementing key sourcing strategies to meet strategic category management objectives.
- Participate in cross functional category team projects to support sourcing strategy, planning, and operation.
- Collaborate with nominated Government and industry stakeholders to maximise category planning effectiveness and agency/industry commitment.
- Maintain knowledge of legislation and compliance requirements to enable effective contribution to the implementation of the NSW Government procurement objectives.
- Maintain high performance levels to ensure business objectives and timelines are achieved.

Key challenges

- Development of Contemporary Sourcing Strategies for nominated categories.
- Developing the required relationships across the government to successfully deliver agreed outcomes.
- Utilize knowledge of contemporary trends and developments in category management to assist in developing sourcing strategies to ensure the achievement of NSW Government procurement objectives.

Key relationships

Who	Why
External	
Client Agencies and category teams	Provision of sourcing advice to guide procurement activities, including development of procurement and category plans.
Strategic Policy	Liaise with Strategic Policy on a regular basis regarding the interpretation of data analysis/research to support new policies, category service delivery and procurement reform initiatives.
Industry Stakeholders	Industry collaboration to drive better procurement strategies, innovation, outcomes and benefits for government

ROLE DIMENSIONS:

Reporting Arrangements

The position reports to the Sourcing Services Manager
Direct reports: Nil

Decision Making

The position works as part of the Sourcing Services team in the development and delivery of specialised advice to support the business unit and Whole of Government Procurement Strategy.

The role is accountable to the Sourcing Services Manager for meeting client and business unit needs and the delivery against the strategy, through the effective management of the procurement life cycle and contributes to the achievement of successful business outcomes.

Decisions made by the Sourcing Officer must take into account the business unit requirement to effectively balance social, environmental and economic considerations within financial and human resources parameters as well as the impacts to both the organisation and Government.

Matters that are strategic, sensitive or have high impact will be made in consultation with the Manager or Director.

Essential requirements

- Tertiary qualifications in a relevant discipline to facilitate commercially aware procurement services. Such qualifications might be management, business administration or technically oriented depending upon experience
- Experience in the delivery of innovative procurement solutions in large public sector agencies or commercial enterprises.
- Completion or commitment to complete the NSWP Procurement Certification Training Program.





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 which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing • Conduct delegated purchasing activities in line with procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements