

Role Description

Assistant Category Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division / Branch / Unit	NSW Public Works
Location	NSW
Classification / Grade / Band	Clerk Grade 5/6
Kind of Employment	Ongoing / Temporary
Role Number	TBA
ANZSCO Code	511111
PCAT Code	1119192
Date of Approval	May 2020
Agency Website	www.drnsnsw.nsw.gov.au or www.publicworks.nsw.gov.au

Agency Overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Public Works is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery, and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

Primary purpose of the role

Review, interpret and process supplier applications for lower-level Construction Prequalification Schemes (schemes) and work collaboratively work with applicants and key Government and industry stakeholders to ensure the achievement of NSW Government procurement objectives.

Key accountabilities

- Assist with the development of scheme improvements reflecting leading procurement practice for nominated categories.
- Participate in the development and implementation of a benefits realisation plan for nominated schemes and report regularly on progress and outcomes.
- Maintain knowledge of legislation and compliance requirements to enable effective participation to the implementation of the NSW Government procurement objectives
- Contribute to the development and implementation of an industry engagement plan for components of nominated schemes to improve customer service outcomes and promote innovation.
- Provide support to cross functional category team projects, to develop strategy, planning, and reporting at operational and business group level.

- Provide input and support to the ongoing monitoring, analyses and reporting on performance against the NSW Government Category Management Strategy.
- Maintain scheme management data in NSWP systems and tools to ensure integrity of information and databases.
- Participate in the collaboration with nominated Government and industry stakeholders to maximise scheme planning effectiveness and agency/industry commitment.

Key challenges

- Developing stakeholder relationships across government to successfully deliver agreed outcomes.
- Utilising knowledge of contemporary trends and developments in scheme management to assist in the development of strategies to ensure the achievement of NSW Government procurement objectives.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise, receive guidance and instructions as required.
Work Team	<ul style="list-style-type: none"> • Participate in and contribute to unit discussions and decision regarding objectives, deadlines and broader unit issues as required to achieve business outcomes. • Participate in meetings to share information and provide input on issues.
External	
Client Agencies Category Teams	<ul style="list-style-type: none"> • Provision of procurement advice to guide procurement activities, including development of procurement and category plans.
Industry Stakeholders	<ul style="list-style-type: none"> • Participate in industry collaboration to drive better procurement strategies, innovation, outcomes and benefits for government

Role Dimensions

Decision Making

- Works as part of a procurement advisory and scheme management team in the development and delivery of specialised advice to support NSWP and Whole of Government Procurement Strategy.
- The role is accountable to the Construction Category Manager PW for meeting client and business unit needs and the delivery against the NSW Procurement strategy, through the effective management of the schemes and contribution to the achievement of successful business outcomes.
- The Assistant Category Officer must consider the NSWP 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 Construction Category Manager PW or Director Procurement PW

Reporting lines

This position reports to the Construction Category Manager

Direct reports

Nil

Budget/Expenditure

As per the DRNSW and PW delegations manuals

Key knowledge and experience

- Experience in the delivery of innovative procurement solutions in large public-sector agencies or commercial enterprises.
- Demonstrate knowledge and experience in providing expert construction procurement and policy advice to a range of stakeholders such as government agencies, local councils, and suppliers.
- Detailed knowledge and understanding of NSW Government Procurement policies and guidelines, including the NSW Government Action Plan – A 10-Point Commitment to the Construction Sector.
- Experience working in a fast-paced environment, juggling multiple deliverables simultaneously, and strong time skills.

Essential requirements

- Tertiary qualifications in relevant discipline such as management, business administration or technical discipline to facilitate effective procurement services in a commercial environment and/or experience.
- Completion or commitment to complete the NSW Procurement Certification Training Program.
- Recognised as a Procurement Professional to the appropriate level by a relevant industry body, eg CIPS.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.

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.




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.


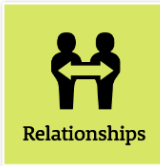
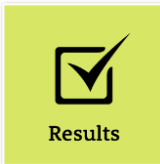


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<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 	Intermediate
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek clarification when unsure of work tasks • Complete own work tasks under guidance within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks 	Foundational
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<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 	Intermediate

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
Occupation specific capability set			
 Procurement	Procurement Analysis	Gather and evaluate information on the market, business needs, categories, key suppliers, the supply chain and contextual factors to inform procurement decisions	Level 1
	Strategic Sourcing	Select suppliers of required goods and services, based on market evaluation, capability and alignment to the strategic procurement directions of the organisation	Level 1
	Supplier Relationship Management	Establish constructive and innovative strategic relationships based on driving value through appropriate long term relationships	Level 1