Role Description
Venue Procurement Officer Lead

NSW Electoral Commission

Department/Agency	NSW Electoral Commission
Division/Branch/Unit	Elections/Election Support Services
Role number	P00929
Classification/Grade/Band	Clerk 7/8
ANZSCO Code	133611
PCAT Code	1111191
Date of Approval	3 November 2023
Agency Website	https://www.elections.nsw.gov.au/

Agency overview

The New South Wales Electoral Commission exists to deliver trusted and independent systems, processes, oversight and engagement that support democracy in New South Wales.

Our vision is to maintain confidence in the integrity of the democratic process and make it easy for people to understand and participate.

Our work includes:

- running elections
- communicating with and engaging the public
- providing trusted processes for political participants (including candidates, parties, donors, third-party campaigners, lobbyists and associated entities) to comply with their legal obligations and regulating their compliance.
- supporting transparency by overseeing and publishing disclosures of political donations and expenditure and registers of political parties, candidates, agents, third-party campaigners, political lobbyists, and associated entities; advising on and advocating for improvements to legislation
- investigating possible offences and enforcing electoral laws.

Responsibility for these functions is divided under legislation between the 3-member NSW Electoral Commission (an independent statutory body) and the NSW Electoral Commissioner (an independent statutory officer). Our staff are employed in the NSW Public Service under the *Government Sector Employment Act 2013*. The head of our staff agency is the NSW Electoral Commissioner, who is also an *ex officio* member of the NSW Electoral Commission.

The NSW Electoral Commission and Electoral Commissioner exercise their functions independently and are accountable to the NSW Parliament, through its Joint Standing Committee on Electoral Matters, with respect to the administration of elections and the regulation and enforcement of electoral and lobbying laws.

Our four Divisions – Elections, Funding, Disclosure, Compliance and General Counsel, Information Services and Corporate – collaborate closely, to enable us to deliver end-to-end democratic processes and effective engagement with our stakeholders and audiences.

Our strong and positive working culture is reflected in our organisational behaviours – Collaborative, Customer-centred; Solution focused, Transparent and Responsive – and anchored in the NSW Public Service values of Integrity, Trust, Service and Accountability.

Primary purpose of the role

The Venue Procurement Officer Lead coordinates and implements venue procurement/leasing processes of election manager/returning officer offices and early voting centre/pre-polling venues required for major election events, ensuring that sites are safe, accessible, convenient and fit-for-purpose.

Key accountabilities

- Coordinate the investigation of venues to determine suitability for a variety of election activities, assessing amenities, convenience, accessibility, safety and IT functionality.
- Select appropriate venues for voting and election operations in collaboration with the geospatial team, taking into account attendance projections, venue profiles and requirements, to ensure that chosen sites are fit-for-purpose, cost effective and meet the needs of both electors and the business.
- Collaborate with the Venues Lead, Legal and Finance to administer a variety of procurement processes to secure venues for election events, including commercial leases, ensuring suitable terms and financial leasing arrangements to meet the needs of key stakeholders.
- Continually monitor and maintain venue records through EMS, including contact details, hire agreements and payment terms, to ensure the accuracy, transparency and repeatability of venue procurement processes.
- Collaborate with internal and external stakeholders to understand and meet space and amenity requirements, manage expectations regarding choice of venues, administer hire / lease agreements and resolve issues.
- Supervise a small team during election periods to execute a large volume of hire agreements, managing workflow and resources, and establishing and maintaining performance standards.
- Support operational activities during election events as required to contribute to critical business outcomes and build election knowledge and skills.

Key challenges

- Meeting stakeholder expectations of venues within budgetary and operational constraints.
- Leading a time critical, high volume process upon which many other business functions are dependent for the successful conduct of elections.
- Building effective working relationship with a diverse range of internal and external stakeholders to understand and meet their needs.

Key relationships

Internal

Who	Why
Project Owner	- Receive guidance and feedback on strategy, business issues and performance in the role - Provide advice and recommendations on issues, risks, priorities and results.
Project Manager	Consult and advise on progress of procurement activities, including issues, risks and results.
Venues Lead	Consult and collaborate to understand existing processes and procedures and implement continuous improvement measures where identified.
Elections Division	Collaborate to understand and meet operational requirements for venues.
Corporate Support Functions	- Coordinate speed testing with Information Services - Collaborate with People and Safety, Legal and Finance to provide information and facilitate the processing of hire agreements and payments.

External

Who	Why
External Stakeholders including Councils, Principals & Real Estate Agents	• Build relationships to facilitate the venue procurement process and assist venue managers to meet current and future requirements • Communicate requirements • Maintain MOUs • Negotiate commercial lease agreements in collaboration with Legal, Finance and Team Leader, Logistics to meet business requirements.

Role dimensions

Decision making

The Venues Procurement Officer Lead is responsible for decisions relating to the day-to-day co-ordination of their workload and role responsibilities. In addition, judgement is used in analysing and overcoming problems within established frameworks including legislation, policies, procedures and professional knowledge. Guidance is sought from the Team Leader, Logistics on complex issues that are not readily resolved using existing guidelines, in situations where a team approach is required or when risks or breaches have been identified.

Reporting line

Project Owner – Elections Support Services

Direct reports

Supervises a small team of temporary staff during election periods

Budget/Expenditure

TBC

Key knowledge and experience

- Relevant tertiary qualification or equivalent relevant experience in project management and procurement processes and executing leasing agreements.
- Demonstrated experience in complex procurement activities of goods and services in government or similarly regulated environment, including supply and partnering arrangements, business relationships and spending against project budgets to achieve value for money.
- Experience collaborating with diverse stakeholders to meet business requirements.

Essential requirement

- Politically neutral with no affiliation to political parties or lobbyists/campaigners.
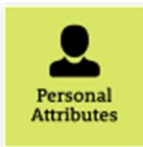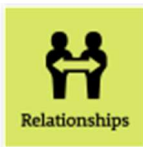- Criminal Record check.

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.

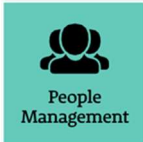The capabilities are separated into focus capabilities and complementary capabilities.

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 behaviors expected at each level.

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	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour	Adept
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
Relationships	**Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept

NSW GOVERNMENT

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering 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 budgets 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
 Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
 Business Enablers	**Procurement and Contract Management** Understand and apply procurement processes to ensure effective purchasing and contract performance	• Apply legal, policy and organisational guidelines and procedures relating 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 • Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance • 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	Adept

NSW
GOVERNMENT

Capability group/sets	Capability name	Behavioural indicators	Level
People Management	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment • where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect • on potential areas to improve	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.

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	Intermediate
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept

NSW GOVERNMENT

Capability group/sets	Capability name	Description	Level
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Project Management	Understand and apply effective planning, co-ordination and control methods	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

NSW
GOVERNMENT