

Role Description

Procurement Manager



Cluster	Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Finance
Role number	TBC
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	133612
PCAT Code	
Date of Approval	11 November 2021
Agency Website	https://www.maas.museum/

Agency overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

The Museum of Applied Arts and Sciences is undertaking landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of Museum's Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new levels of access.

Primary purpose of the role

The Procurement Manager is responsible for the ongoing development, delivery and review of the Powerhouse's procurement functions and activities. The role provides expert technical procurement advice on policies, procedures, systems, and standards to key stakeholders undertaking procurement planning, sourcing and contract management activities to ensure Powerhouse programs are delivered on time and within budget.

Key accountabilities

- Undertake business needs assessment, supply market analysis and commercial risk assessments to inform procurement planning and sourcing decisions.
- Develop, co-ordinate and lead key sourcing activities and major procurements to establish supply arrangements that meet business needs
- Document procurement processes, decisions, and contractual arrangements to provide an audit trail for probity and audit purposes
- Engage and advise key stakeholders on policies, procedures, systems, and standards to enable them to deliver effective, outcomes-focused procurement activities across the organisation.
- Partner with key business stakeholders to develop innovative procurement and category management strategies to meet specific business needs, manage risk and deliver value for money
- Research, develop, implement and review organisational procurement policy, procedures, systems and standards to effectively support business procurement needs, identify and mitigate procurement risk, and meet all legislative and regulatory compliance requirements
- Advise on appropriate procurement governance and performance management mechanisms to monitor, co-ordinate and improve procurement activity and performance
- Research, develop and implement procurement capability development initiatives to support effective procurement outcomes across the organisation
- Proactively identify and address procurement risks and mitigation strategies to meet organisational compliance requirements

Key challenges

- Keeping up with changes in the legislative and policy environment as well as trends and developments in procurement techniques, strategies, and systems to be able to provide timely and strategic recommendations to improve the procurement function
- Clarifying stakeholder expectations and maintaining an appropriate balance between expert advice role and operational procurement activity, given stakeholder needs for support in both complex areas.

Key relationships

Who	Why
Internal	
Chief Executive and Chief Operating Officer	<ul style="list-style-type: none"> • Provide expert advice to contribute to decision making and directions in procurement
Manager	<ul style="list-style-type: none"> • Provide expert advice on procurement strategies and directions and contribute to broader unit issues • Report on progress towards business objectives, discuss key projects and issues and receive advice
Specific Teams/Departments	<ul style="list-style-type: none"> • Collaborate and provide expert advice to contribute to procurement strategies, activities, and decision-making • Provide governance, guidance and support to agency staff/teams undertaking procurement • Resolve and provide solutions to issues and build capability

Who	Why
External	
Stakeholders	<ul style="list-style-type: none"> • Provide project-related advice and updates; collaborate and liaise with in the resolution of project issues.
Government	<ul style="list-style-type: none"> • Maintain sound working relationships with government and supporting networks to guide procurement initiatives for the Powerhouse, ensure compliance with relevant legislation.
Vendors/Service Providers	<ul style="list-style-type: none"> • Engage with for the provision of necessary resources and services. • Contract negotiation and management.
Industry Peers	<ul style="list-style-type: none"> • Discuss procurement best practice and coordinate the planning and implementation of related initiatives.

Role dimensions

Decision making

High level of autonomy for delivery of procurement activities, working with the approved frameworks, plans and budgets. Consults and refers to the Head of Finance or Chief Operating Officer for decisions regarding project outcomes and timeframes, issues that may escalate, high level financial delegation, or submissions to the Executive Team, Trustees or Government. The role defers to the Chief Operating Officer on issues of a sensitive or political nature or those that require a higher level of financial delegation.

Reporting line

The role reports to the **Head of Finance**

Direct reports

Contracts Officer and consultants and sub-contractors as required.

Key knowledge and experience

- Appropriate tertiary qualification or relevant, equivalent professional experience in Procurement and Contract Management.
- Demonstrated experience in development and implementation of procurement policy, procedures and plans in a large organisation.
- Commercial experience in managing large and complex procurement processes and high value contracts.
- Experience in management of data, reporting and ensuring compliance with policies, standards, and legislation.
- Demonstrated experience in stakeholder relationship management, collaboration, and project management.
- Excellent written and interpersonal communication and negotiation skills.
- Demonstrated ability to take initiative and deliver effective outcomes working both independently and in a collaborative multi-disciplinary team.
- Self-motivated and committed to enhancing workforce diversity and inclusion.

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none">• 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	Adept

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Anticipate and minimise conflict • 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 • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • 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
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> • Develop team and unit plans that consider team capabilities and strengths • Plan and monitor resource allocation effectively to achieve team and unit objectives • When planning resources, consider the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members work with a good understanding of business principles as they apply to the public sector context • Participate in wider organisational workforce planning to ensure that capable resources are available 	Intermediate

Occupation specific capability set


	Strategic Procurement Leadership Lead the development of Procurement as a professional, strategic, value adding function enabling delivery of	<ul style="list-style-type: none"> • Know the role of procurement in the organisation as a core business partnership • Effectively deal with basic procurement queries from users and stakeholders • Explain NSW Procurement Policy and local procurement processes to employees outside of the procurement area, at a transactional level 	Level 1
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organisational business objectives and optimising procurement quality, productivity and performance outcomes	<ul style="list-style-type: none"> • Apply NSW Procurement Policy and local procurement processes correctly in undertaking basic procurement activities • Adapt to and support changes and improvements in procurement 	
Commercial Negotiation Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	<ul style="list-style-type: none"> • Complete and follow a template commercial negotiation plan in preparation for low level procurement negotiations • Respond to and deal with issues for straightforward procurement negotiations • Plan and lead limited issue local business procurement negotiations • Adapt own procurement negotiation approach throughout the process 	Level 1
Procurement Risk Management Identify, assess and mitigate procurement risks	<ul style="list-style-type: none"> • Use basic techniques and tools to identify key risks • Identify risks as required through procurement policy/procedures • Utilise standard contractual provisions to mitigate contractual business risks • Identify and track non-compliant procurement behaviours 	Level 1

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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	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	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept

	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	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	Adept
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate
Occupation specific capability set			
	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
	Contract Management	Effectively manage the performance of suppliers through robust contract frameworks, successfully delivering contractual obligations	Level 1
	Legislative and Policy Environment	Ensure that the planning, management and delivery of procurement outcomes is fully consistent with all relevant legislative, probity and policy requirements	Level 1
	Contract Law	Prepare, confirm and approve concise and complete contractual documentation and protect the organisation's commercial position in areas such as liabilities, indemnities, insurances and warranties	Level 1
	Cost Management	Analyse cost make up and financial information and assess financial risk within a market to inform procurement planning, control and decision making	Level 1