

Role Description

Senior Procurement Officer

Cluster	Education
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Procurement and Contracts
Role number	B1651
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	133612
PCAT Code	3228392
Date of Approval	March 2023
Agency Website	http://educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority (NESA) is an independent statutory authority responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood teachers. NESA is responsible for developing policies and initiatives for evaluating and improving quality teaching and student learning across all schools and school sectors.

NESA was established on 1 January 2017, in response to the need to adopt a more strategic and outward-looking focus, greater clarity of regulatory roles and responsibilities and streamlined processes and systems. The NSW Education Standards Authority (NESA) was formally established on 2 January 2017 to improve quality teaching and student learning across all schools and school sectors. It is responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood teachers.

Find out more [NSW Education Standards Authority](http://educationstandards.nsw.edu.au)

Primary purpose of the role

The Senior Procurement Officer partners with stakeholders to plan, develop, source and manage procurement arrangements to deliver value for money and effectively meet business outcomes and government directions.

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 sourcing activities to establish supply arrangements that meet business needs
- Develop and administer contract management plans, negotiate changes and modifications, supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes
- Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes

- Partner with staff from across the organisation providing high level advice and guidance to build expertise in procurement, provide governance and improve procurement practice and outcomes
- Identify, manage and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity
- Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes

Key challenges

- Identifying and promoting ways for the business to manage demand, given that this may involve changes in business unit practices that go beyond procurement
- Continually building professional knowledge in procurement, the business and markets to enhance the expert advice and support provided to procurement decision-makers, given the complexity of procurement legislation and policy and the dynamic nature of markets

Key relationships

Who	Why
Internal	
Agency Head/Functional Head	<ul style="list-style-type: none"> • Provide expert advice to contribute to decision making and directions in procurement
Stakeholders	<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
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
External	
Stakeholders	<ul style="list-style-type: none"> • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation • Provide advice and information to support procurement decision-making
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Gather information to support analyses of markets and suppliers and contract performance • Explore business opportunities and develop innovative procurement strategies and supply arrangements • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements
Other NSW Government Agencies	<ul style="list-style-type: none"> • Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in procurement • Contribute to cross agency or whole of government projects/programs • Influence the development of procurement policy, programs and services

Who	Why
Professional and Sector Associations	<ul style="list-style-type: none"> Exchange information on market developments, performance benchmarking, innovation and other matters of mutual interest

Role Dimensions

Decision making

- The position holder operates with independence for day to day decision making and activities in relation to the provision of procurement arrangements within the parameters of the relevant procurement processes, policies and legislation.
- The incumbent is expected to seek advice about matters that may be outside the scope of their normal activities, are complex in nature, high risk, contentious, or that might attract significant concern or criticism.
- The role is guided in its decision making by the NSW Procurement Policy Framework and the NESA Administrative and Financial Delegations Manual
- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

Reporting line

The Senior Contracts Officer reports to the Manager, Procurement and Contracts.

Key knowledge and experience

- Demonstrated experience in managing a range of procurement projects in a large, complex organisation.
- Strong analytical and organisational ability.
- Excellent negotiation and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders.
- Converting financial data into useful information and advice for a wide variety of users and ensuring its provision in a timely and efficient manner.
- Experience submitting written, structured documentation that outlines procurement approaches to market.

Essential requirements

- Tertiary qualification in a relevant discipline or equivalent experience in procurement management.
- Completion or Commitment to complete the NSW Procurement Certification Training Program.

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"> • 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 • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<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 • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
 Business Enablers	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






Occupation specific capability set

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Procurement Analysis Gather and evaluate information on the market, business needs, categories, key suppliers, the supply chain and contextual factors to inform procurement decisions	<ul style="list-style-type: none"> Effectively engage stakeholders and develop procurement strategies based on sound knowledge of business needs and supply markets Identify a number of different supply markets from which a category can be sourced and assess the optimal approach Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis Apply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply markets Undertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategies Research and provide competitive procurement options to deal with limited supply of products and services Review and select tools and systems solutions developed to suit the application needed 	Level 3
	Strategic Sourcing Select suppliers of required goods and services, based on market evaluation, capability and alignment to the strategic procurement directions of the organisation	<ul style="list-style-type: none"> Manage categories or large areas of expenditure Engage supply markets and internal stakeholders positively to achieve effective communication and conditioning Analyse all internal and external procurement information to effectively develop supply base strategies for major procurement projects Prepare procurement documentation which is professional, well-structured and concise, uses appropriate language and contains relevant information for high value/ high risk projects Demonstrate expert knowledge of the supplier evaluation and selection process and manage the process for high value/high risk projects Develop evaluation plans that allow for a multi-stage evaluation and assessment of several potentially competing criteria and complex Value for Money calculations Conduct straightforward debriefs Develop detailed Contract Management plans that include defined KPIs, a pre-determined approach to feedback, and an action plan to address non-performance issues 	Level 3
	Procurement Risk Management Identify, assess and mitigate procurement risks	<ul style="list-style-type: none"> Develop risk mitigation strategies for complex procurement arrangements Proactively keep abreast of risk management processes and effectively use systems and practices to input to project risk logs and opportunity assessment activities within own team Develop risk mitigation strategies for complex and large procurement projects, ensure appropriate ownership of risk between the organisation and the supplier (i.e. allocation of risk where it is best managed) Champion compliance as a key procurement risk mitigation strategy 	Level 3

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.

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	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	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	Adept
	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
Occupation specific capability set			
 Procurement	Commercial Negotiation	Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	Level 3
	Contract Management	Effectively manage the performance of suppliers through robust contract frameworks, successfully delivering contractual obligations	Level 3