

# Role Description

## Acquisitions Manager



Transport  
for NSW

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure and Place /Finance and Commercial/Property Services/Acquisitions
Role number	Various
Classification/Grade/Band	USS 9
ANZSCO Code	133612
PCAT Code	3227211
Date of Approval	June 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Infrastructure and Place

We are a trusted partner to our clients, developing and delivering smart, integrated and sustainable infrastructure and places that are valued by our customers and communities.

### Primary purpose of the role

The Acquisitions Manager undertakes valuations and negotiations for the acquisition of property in line with the identified business needs and requirements of Transport for NSW projects and programs.

## Key accountabilities

- Undertaking and managing valuations and negotiations for property acquisition, including complex matters to enable timely access to property required for Transport for NSW works.
- Undertaking activities in accordance with policy, guidelines and legislative requirements and prepare submissions for approval to ensure the maintenance of probity in acquisition processes.
- Liaising with project team members, surveyors and other property staff to ensure plans and documents of agreement reflect conditions of purchase, including works or property adjustments to be carried out.
- Participating in project teams and provide sound advice in relation to valuation and property acquisition to support the flow of information to Unit, Branch and the Transport for NSW agency.
- Seeking advice from the Associate Director Acquisitions Manager or Property Acquisitions Manager on more complex matters and provide timely advice to Project Management and teams as required to enable effective planning and decision making.
- Assisting the Associate Director Acquisitions in the supply of cost estimates and progress reports on acquisition.

## Key challenges

- Maintaining a high level of knowledge across property management services to ensure best practice across Transport for NSW and the consistent application of policy and processes.
- Providing advice across multiple projects, managing competing deadlines and prioritising tasks with minimal supervision.

## Key relationships

Who	Why
<b>Internal</b>	
Associate Director Acquisitions	<ul style="list-style-type: none"><li>• Escalate issues, keep informed, advise and receive instructions Provide regular updates on key projects, issues and priorities Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes</li></ul>
Work Team	<ul style="list-style-type: none"><li>• Provide guidance and professional support, exchange information and Determine work priorities and oversee progress to facilitate their ongoing professional development Collaborate to continually improve knowledge, build capability, and improve consistency and service quality Provide an escalation point for issues or complex decision making</li></ul>
<b>External</b>	
State and Local Government Agencies	<ul style="list-style-type: none"><li>• Establish professional networks and relationships with other Government agencies Key interdependencies across the public sector that will enable and support project success Collaborate on common responses to project issues</li></ul>
Industry Partners	<ul style="list-style-type: none"><li>• Critical to the successful delivery of the projects</li></ul>

## Role dimensions

### Decision making

The role is accountable for the delivery of assigned work. The role is individually accountable for the quality, integrity and validity of the service provided.

### Reporting line

The role accounts and reports to the Associate Director Acquisitions

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Demonstrated broad experience in the valuation of real estate and a demonstrated knowledge of valuation for land acquisition purposes.

## Essential requirements

- Tertiary academic qualifications as a real estate valuer, which are recognised by the Australian Property Institute.
- Current practising membership of any of the following professional bodies:
  - (a) the Australian Valuers Institute (other than associate or student membership),
  - (b) the Australian Property Institute (other than student or provisional membership), acquired in relation to occupation as a valuer, or
  - (c) the Royal Institution of Chartered Surveyors as a chartered valuer.

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept
	 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"><li>• Take responsibility for delivering high-quality customer-focused services</li><li>• Design processes and policies based on the customer's point of view and needs</li><li>• Understand and measure what is important to customers</li><li>• Use data and information to monitor and improve customer service delivery</li><li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li><li>• Maintain relationships with key customers in area of expertise</li><li>• Connect and collaborate with relevant customers within the community</li></ul>
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"><li>• Encourage a culture that recognises the value of collaboration</li><li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li><li>• Share lessons learned across teams and units</li><li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li><li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li></ul>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Influence and Negotiate</b>		Adept
	Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relationships with internal and external stakeholders</li> <li>Anticipate and minimise conflict</li> </ul>	
	<b>Deliver Results</b>		Adept
	Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>Use business data to evaluate outcomes and inform continuous improvement</li> <li>Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	
	<b>Demonstrate Accountability</b>		Adept
	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Project Management</b>		
	Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>	Adept

## 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
 <b>Personal Attributes</b>	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	Adept
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 <b>Results</b>	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 <b>Business Enablers</b>	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	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate