

Role Description

Procurement Manager



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|---------------------------|---|
| Cluster | NSW Department of Premier and Cabinet |
| Agency | Australian Museum |
| Division/Branch/unit | New |
| Location | Sydney CBD |
| Classification/Grade/Band | Clerk Grade 9/10 |
| Kind of Employment | Ongoing |
| ANZSCO Code | 133612 |
| Role Number | 51001282 |
| PCAT Code | 1119192 |
| Date of Approval | July 2020 |
| Agency Website | http://australianmuseum.net.au/ |

Agency Overview

The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet. The AM is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures and science accessible and relevant to everyone

For more information, visit the [website](#).

Primary purpose of the role

The Procurement Manager partners with stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives.

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
- Contribute to the monitoring of benefits delivered, both financial and non-financial, comparing to contracted outcomes and developing mitigation options where appropriate.
- Provide the customer and market information required to underpin effective supplier negotiations and support procurement specialists in negotiating agreements that deliver best value for money.
- 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

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 | |
| Governance Manager | <ul style="list-style-type: none">• Provide expert advice to contribute to decision making and directions in procurement• Control documentation at each phase of the procurement process, including documenting all decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes. |
| AM Managers | <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• 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• Assist in the preparation an Approval to Award Form for commencement of engagement for goods and services as appropriate (if over \$30,000 ex GST) |
| 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 |

| Who | Why |
|--------------------------------------|---|
| | <ul style="list-style-type: none"> Contribute to cross agency or whole of government projects/programs Influence the development of procurement policy, programs and services |
| 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

- Role is autonomous and has a high degree of independence to make decisions in procurement activities and determination of procurement directions to AM stakeholders.
- Lead the contract negotiations and under the guidance of Manager influence the AM stakeholder in complying with the procurement and contract management processes.

Reporting line

This role reporting to CFO until Governance Compliance Manager role is filled

Direct reports

Procurement Officer

Budget/Expenditure

TBA

Essential requirements

- Relevant tertiary qualifications or working experience in procurement or a related discipline - which may include commerce, business, engineering, construction management or law;

Knowledge & Experience





- Have highly proficient communication skills and stakeholder management skills, including strong business acumen and negotiation skills, and sound experience in managing supplier relationships;
- Have robust commercial experience in the procurement and delivery of a variety of low, medium, complex and high value contracts;
- Have an analytical and strategic mindset;
- Possess strong literacy and experience with Microsoft Office software, and purchasing software programs;
- Have strong knowledge and an in-depth understanding of NSW Government procurement methods/ processes and contract management; and
- Have a passion for continual improvement and be a team player who is well versed in operating in a fast paced project environment.


Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
|---|--|---------------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Advanced |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Intermediate |
|  Business Enablers | Finance | Intermediate |
| | Technology | Intermediate |
| | Procurement and Contract Management | Advanced |
| | Project Management | Intermediate |

| Capability Set | Category and Sub-category | Level and Code |
|---|------------------------------------|----------------|
|  Procurement | Procurement Analysis | 3 |
| | Strategic Sourcing | 3 |
| | Commercial Negotiation | 3 |
| | Procurement Risk Management | 3 |
| | Contract Management | 3 |
| | | |

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework | | |
|---|--------------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • 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 on reported breaches of rules, policies and guidelines |
| Relationships Commit to Customer Service | Adept | <ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community |
| Results Deliver Results | Intermediate | <ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required |
| Business Enablers Procurement and Contract Management | Advanced | <ul style="list-style-type: none"> • Ensure that government and organisational policy in relation to procurement and contract management is implemented • Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions • Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures • Promote the principles of risk management as applied to procurement projects, to identify and mitigate risk |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|----------------------|-------|---|
| | | <ul style="list-style-type: none"> Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes Represent the organisation in the resolution of complex/sensitive disputes with providers, suppliers and contractors |

Occupation specific capability set Procurement

| Category and Sub-category | Level and Code | Level Descriptions |
|---------------------------|----------------|--|
| Procurement Analysis | 3 | <p>Effectively engage stakeholders and develop procurement strategies based on sound knowledge of business needs and supply markets</p> <p>Identify a number of different supply markets from which a category can be sourced and assess the optimal approach</p> <p>Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis</p> <p>Apply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply markets</p> <p>Undertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategies</p> <p>Research and provide competitive procurement options to deal with limited supply of products and services</p> <p>Review and select tools and systems solutions developed to suit the application needed</p> |

Occupation specific capability set Procurement

| Category and Sub-category | Level and Code | Level Descriptions |
|-----------------------------|----------------|--|
| Strategic Sourcing | 3 | <p>Manage categories or large areas of expenditure</p> <p>Engage supply markets and internal stakeholders positively to achieve effective communication and conditioning</p> <p>Analyse all internal and external procurement information to effectively develop supply base strategies for major procurement projects</p> <p>Prepare procurement documentation which is professional, well-structured and concise, uses appropriate language and contains relevant information for high value/high risk projects</p> <p>Demonstrate expert knowledge of the supplier evaluation and selection process and manage the process for high value/high risk projects</p> <p>Develop evaluation plans that allow for a multi-stage evaluation and assessment of several potentially competing criteria and complex Value for Money calculations</p> <p>Conduct straightforward debriefs</p> <p>Develop detailed Contract Management plans that include defined KPIs, a pre-determined approach to feedback, and an action plan to address non-performance issues</p> |
| Procurement Risk Management | 3 | <p>Develop risk mitigation strategies for complex procurement arrangements</p> <p>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</p> <p>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)</p> <p>Champion compliance as a key procurement risk mitigation strategy</p> |