

Role Description

Procurement Officer

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Customer, Strategy and Technology/Transport Planning/Program Development Office
Location	Sydney
Classification/Grade/Band	Award Grade 8
Work Contribution Stream	Professional/Technical/Specialist
Kind of Employment	Fixed Term Fulltime
Role Number	51001932
ANZSCO Code	591113
PCAT Code	1228391
Date of Approval	October 2019
Agency Website	www.transport.nsw.gov.au

Agency overview

Transport for NSW is the centrepiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

Primary purpose of the role

The primary objective of this role is to assist the Program Development Office within the Customer Strategy and Technology division during each stage of the procurement activities, guiding the project teams to ensure effective administration of all procurement processes and compliance with all procurement policies, processes, procedures and governance frameworks.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Conduct sourcing activities in accordance with established policies and procedures to meet business needs and participate in negotiations to establish and review supply arrangements that will deliver value for money procurement outcomes.
- Develop training and guidance for project managers across the division in management of end to end procurement process for the programs/projects in compliance with relevant policies, standards and procedures.
- Assist in the preparation and/or review of tender, contract and evaluation methodology documentation for high risk and high value projects.
- For high value and high risk activities, coordinate the tender evaluation process.

- Participate in contract negotiations for high value high risk activities as required to resolve commercial conditions, ensure value for money and allow timely award of contracts.
- Support project teams in preparing contracts and support the award and execution of contracts.
- Support project teams in managing the security of all tender documents and evaluation documents, ensuring accurate records throughout the tender evaluation process.
- Organise and retain procurement records for the branch/division in order to compile statistics and prepare reports, ensuring the procurement reporting database is kept up to date.
- Coordinate the creation of procurement pipeline and work closely within the PDO team to ensure procurement timing is reflected in project plans and schedules.
- Create procurement and probity risk profile across the division.

Key challenges

- Ensure all procurement activities are compliant with procurement and probity policies.
- Keep abreast of current and emerging best practice in procurement to improve the procurement system.

Key relationships

Who	Why
Internal	
Procurement and Contracts Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities
Program Development Office Team	<ul style="list-style-type: none"> • Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes
Other TfNSW divisions and Transport operating agencies and stakeholders including TSS	<ul style="list-style-type: none"> • Build collaborate working relationships • Include innovation into business improvement processes
External	
Ministers Offices, Service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	<ul style="list-style-type: none"> • Participate in forums, groups to represent agency and share information • Provide advice and respond to requests for information

Role dimensions

Decision making

As per the delegations for the role.

Reporting line

This role reports to the Procurement and Contracts Manager

Direct reports

This role has no direct reports.

Budget/Expenditure

The budget/expenditure allocation for the role is to be confirmed.

Essential requirements

Tertiary qualification in a relevant discipline, or equivalent experience.





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	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate



Capability Set	Category and Sub-category	Level and Code
	Procurement Analysis	2
	Strategic Sourcing	2
	Commercial Negotiation	2
	Procurement Risk Management	2
	Contract Management	2

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	Adept	<ul style="list-style-type: none"> 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
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations