

Role Description

Senior Sourcing Officer



Education

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Operations Group / Procurement
Role number	193564, 234840, 234846, 234857, 277233
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	511112
PCAT Code	1117292
Date of Approval	21 July 2023
Agency Website	education.nsw.gov.au

Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

Primary purpose of the role

Provide specialist procurement sourcing services relating to Goods and Services and/or Information Communication Technology (ICT) projects, including the development of new contracts, preparation of documentation for tendering and the tendering process, to inform procurement planning and sourcing decisions and deliver cost effective, value for money outcomes in accordance with legislative requirements and government directions.

Manage the tender sourcing stage including procurement planning, development, and risk management activities to meet business and operational needs and deliver best practice procurement outcomes.

Key accountabilities

- Provide specialist sourcing expertise for a range of Goods and Services and/or Information Communication Technology (ICT) projects in accordance with relevant procurement policies, procedures, systems and performance management frameworks to achieve cost, service, and quality outcomes.
- Develop and administer sourcing strategies and plans to meet business needs and compliance obligations.



- Partner with stakeholders to develop innovative sourcing solutions and establish and review supply arrangements that will deliver value for money outcomes.
- Provide sound advice and guidance to key stakeholders on all aspects of the procurement function to support best practice procurement outcomes and policy directions.
- Prepare and negotiate supplier agreements to ensure compliance with departmental guidelines on ethics and accountability and to inform financially sound procurement decisions.
- Identify, manage and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity.
- Monitor, review and evaluate sourcing activities to meet reporting and governance requirements and provide recommendations to support continuous improvement initiatives.

Key challenges

- Continually building professional sourcing knowledge and capability, while keeping up-to-date with changes in procurement legislation, policies and frameworks.
- Negotiating and influencing a range of stakeholders, with varying interests, viewpoints and expectations, while delivering innovative, contemporary sourcing solutions to meet their sourcing requirements and needs.
- Managing competing priorities and demands, while adhering to strict timeframes and deadlines, in a complex, specialised operating environment.

Key relationships

Internal

Who	Why
Director/Manager	<ul style="list-style-type: none"> • Receive, direction, advice, guidance and performance feedback. • Report on progress towards business objectives and discuss future directions. • Provide sound advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Work team	<ul style="list-style-type: none"> • Work collaboratively to support the team in achieving business outcomes. • Participate in meetings, share information and provide input on issues.
Customers/Stakeholders	<ul style="list-style-type: none"> • Provide sound advice and recommendations on procurement strategies, activities and decision making. • Develop and maintain collaborative working relationships and open channels of communication. • Resolve and provide solutions to issues and build capability.

External

Who	Why
Customers/Stakeholders	<ul style="list-style-type: none"> • Consult and collaborate to define mutual interests and determine strategies to achieve their resolution. • Provide sound advice and information to support procurement decision making.

Other NSW Government Agencies	<ul style="list-style-type: none"> Establish networks to enable performance benchmarking, monitor market trends and maintain currency in procurement trends and developments. Contribute to cross agency or whole of government projects/programs.
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> Communicate needs, facilitate business transactions and resolve issues. Gather information to support analyses of markets, suppliers and contract performance. Explore business opportunities and develop innovative procurement strategies and supply arrangements.
Professional/Sector Associations	<ul style="list-style-type: none"> Exchange market intelligence and information on performance benchmarking, innovation and other matters of mutual interest.

Role dimensions

Decision making

The role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. This role supports, prioritises and organises allocated tasks and work to assist the delivery of the business unit's outcomes.

In matters that are sensitive, high risk or business critical, the role consults with the supervisor or manager to agree on a suitable course of action.

Reporting line

Refer to relevant business unit organisation chart.

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated knowledge and understanding of NSW Government procurement policies, systems, procedures and legislation including probity.
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Tertiary qualifications in procurement or contract management and/or relevant equivalent experience.
- Demonstrated understanding of, and commitment to, the value of public education.

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
 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	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept



Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance








- Ensure that employees and contractors apply government and organisational procurement and contract management policies
- Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions
- Promote effective risk management in procurement
- Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes
- Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors

Advanced

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.

Capability group/sets	Capability name	Description	Level
	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
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	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	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

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Strategic Procurement Leadership	Lead the development of Procurement as a professional, strategic, value adding function enabling delivery of organisational business objectives and optimising procurement quality, productivity and performance outcomes	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	Level 3