

Role Description

Senior Procurement Advisor

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/ Branch/ Unit	Business Services / Audit and Assurance / Strategic Procurement
Location	Sydney
Classification/ Grade/ Band	USS11
Role Number	
ANZSCO Code	
PCAT Code	
Date of Approval	December 2018
Agency Website	http://www.rms.nsw.gov.au/

Agency overview

Roads & Maritime Services (RMS) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life

RMS is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

Primary purpose of the role

The Senior Procurement Advisor is responsible for partnering with stakeholders to plan, develop, source and advise on goods and services procurement arrangements to effectively meet organisational and business objectives. The role manages cross-functional teams during each stage of a procurement activity to ensure effective administration of all procurement processes and compliance with all procurement policies, processes and procedures and governance frameworks.

Key accountabilities

- Provide expert support and authoritative advice in the development of innovative procurement plans and strategies within nominated Divisions that improve procurement activity and performance in compliance with relevant policies, standards, procedures and frameworks.
- Partner with Divisional stakeholders to undertake business needs assessment, market analysis and commercial risk assessments, formulate recommendations and provide advice to inform procurement planning and sourcing decisions.

- Provide advice in the development and implementation of procurement plans and strategies for the nominated Division that address current and future challenges to meet business needs, enhance stakeholder engagement and challenge and motivate providers to optimise service outcomes.
- Support the formulation of commercial risk profiles and the development and on-going maintenance of probity management plans in conjunction with the accountable business managers to ensure the effective management of procurement risks and to improve procurement activity and performance.
- Advice on the development of tender evaluation methodology and the tender process, including strategies for communicating with proponents, contract negotiations, ensuring value for money and facilitating the timely award of contracts.
- Support the preparation of supply contracts including the award and execution..
- Coordinate the development and on-going maintenance of supplier performance management plans for selected suppliers to deliver in line with contractual obligations and performance metrics.
- Develop and implement category management plans to meet business needs, enhance stakeholder engagement, and challenge and motivate providers to optimise service outcomes.

Key challenges

- Managing organisational demand and influencing business units to adopt innovative ways of structuring their operations to meet goods and services needs more efficiently given that procurement budgets are controlled by individual business units.
- Developing and implementing strategies to build organisational capability in procurement given the complex legislative and policy environment and the diversity of market factors that can affect procurement decisions.
- Keeping abreast of matters affecting key stakeholders and projects from both internal and external sources from a strategic perspective.

Key relationships

Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.

Who	Why
Internal	
Chief Procurement Officer	<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"> • Identify program/project procurement requirements and create and manage procurement cross-functional teams
Work Team	<ul style="list-style-type: none"> • Provide advice and respond to requests for information • Participate in meetings to represent work group perspective and share information • Participate in discussions and decisions regarding implementation of innovation and best practice
External	
Other TfNSW divisions	<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

Who	Why
Specialist Contracting and Consultancy Providers	<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
Other government agency (State and Commonwealth);	<ul style="list-style-type: none"> Establish networks to enable performance benchmarking and maintain currency in trends and developments Contribute to cross agency or whole of government projects/programs Influence the development of procurement policy, programs and services
Private sector groups, corporate and industry associations	<ul style="list-style-type: none"> Build professional expertise and keep up with market developments, innovation and other matters of mutual interest

Role dimensions

Decision making

The Senior Procurement Advisor operates with independence in day to day decision making and procurement planning activities within the parameters of relevant procurement processes, policies and legislation. The role provides expert advice on procurement policies, processes and requirements to deliver effective supplier negotiations and approaches in supplier relationship management. The role is fully accountable for the quality, integrity and validity of procurement advice provided.

The role defers to the Chief Procurement Officer issues that have a significant political impact or issues outside of financial delegation.

Reporting line

Chief Procurement Officer

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in business, commerce, procurement, supply chain management or equivalent and/or equivalent relevant experience.
- Strong experience in procurement advisory, planning, governance and reporting in a complex organisation including an understanding of relevant policies, processes and systems.

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

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT


This role also utilises an occupation specific capability set.

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

Procurement Professionals Capability Set

Capability Group	Capability Name	Level
	Strategic Sourcing	Level 3
	Procurement Risk Management	Level 3
	Contract Management	Level 3
	Legislative and Policy Environment	Level 3
	Cost Management	Level 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	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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 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 • 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

Procurement Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
Procurement Strategic Sourcing	Level 3	<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

Procurement Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
		<p>selection process and manage the process for high value/high risk projects</p> <ul style="list-style-type: none"> • 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
Procurement Procurement Risk Management	Level 3	<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
Procurement Cost Management	Level 3	<ul style="list-style-type: none"> • Develop simple TCO models for straightforward supply arrangements • Differentiate between price and overall cost as part of the overall value assessment of supply arrangements • Assess cost levers/drivers which exist within a category/product to optimise specification/service levels • Apply a basic understanding of key financial indicators to assess the financial stability of a supplier in the short term • Effectively use cost models to determine true contract costs for complex contracts • Represent procurement in multi-functional value engineering workshops • Anticipate and take advance action on price movements • Proactively negotiate lower prices based on identified changes to product/labour price indices.