

Role Description

Procurement Administration Officer



Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure/ Asset Management
Role number	230266, 230267, 230264
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
ANZSCO Code	531111
PCAT Code	1122224
Date of Approval	28 March 2022
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

This role provides high level procurement and financial services support to ensure the effective operation of the AMU. The role is also responsible for the day to day supervision of the Finance and Administration Officers.

Key accountabilities

- This role coordinates financial and purchasing transactions utilising multiple systems. As well as planning, developing and coordinating activities for the delivery of projects and facilitate collaboration between internal and external stakeholders to support legislative compliance and the achievement of high quality, timely and cost-effective project outcomes.
- This role provides schools and their communities a high level of customer service. It is expected to be able to respond to a range of customer enquiries through telephone, e-mail and face to face.
- It also creates and maintains comprehensive AMU spreadsheets and databases to support and manage service delivery including prepares and maintains financial reports for the Unit. Also

coordinates office systems, procedures and organisational methods to improve office efficiency in accordance with policies, procedures and standards.

- Another essential function is to coordinate administrative support duties including maintaining the record management system (TRIM) system to ensure the accurate and safe storage and retrieval of information.
- Support the team in the management of the end-to-end procurement process including the preparation of tenders, contracts and evaluation methodology for the programs/projects, with input from the procurement stakeholders and in compliance with relevant policies, standards and procedures.
- Assist the team regarding the contract documentation, the award and execution of the contract, including coordinate tender openings, the issue of tender documents and tender evaluations ensuring the security of all tender and evaluation documents.
- Support the team by developing, updating and implementing procurement documentation relating to policies, procedures, systems and standards to enable them to deliver effective, outcomes-focused procurement activities across the organisation in a dynamic environment.
- Coordinate the organisation, management and reporting of procurement records, including but not limited to the compiling of statistics and reports, and the updating and maintenance of procurement reporting databases.
- Proactively identify and escalate procurement risks and mitigation strategies, including contract issues, vendor disputes and claims within a timely manner, ensuring conformance with contractual processes and associated statutory obligations as appropriate to carry out effective remediation strategies to meet organisational objectives.
- Assist the team by providing visibility over project, procurement and contract management risk across the business.

Key challenges

- Ensuring that competing work priorities are met within agreed and often demanding timeframes.
- Respond professionally to enquiries from a broad range of internal and external stakeholders and to be able to work independently or as a team member when required.
- Building effective relationships to understand stakeholders needs and requirement to deliver customer focussed outcomes.

Key relationships

Internal

Who	Why
Manager	<ul style="list-style-type: none">• Receive instructions, advice and support, and escalate issues when required.• Provide information, updates and reports.
AMU Executive	<ul style="list-style-type: none">• Receive strategic direction and instructions, escalate issues when required.• Provide information, updates and reports.
AMU Staff	<ul style="list-style-type: none">• Provide customer service, systems and office support.• Receive and respond to enquiries, and redirect as required.• Collaborate and liaise with team members to achieve team priorities and goals.

External

Who	Why
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Role dimensions

Decision making

This role has some autonomy in the day-to-day delivery of procurement and administrative services within the constraints of departmental policies, procedures and guidelines. Refers more complex, contentious and/or sensitive issues to the Senior Group Leader / Director, in consultation with Leader, Finance and Administration.

Reporting line

This role reports to the Leader, Finance and Administration.

Budget/Expenditure

Nil

Key knowledge and experience

- 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

- Knowledge and understanding of infrastructure in the context of SINSW's procurement framework, client base and stakeholders, or best practice procurement policies or similar industry knowledge.
- Relevant work experience in procurement, administration, finance, or other related areas.
- Ability to undertake research, analyse and prepare reports, correspondence, and presentations to effectively communicate issues.

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



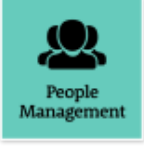
Focus capabilities

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	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	Intermediate



	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Consider financial implications and value for money in making recommendations and decisions • Understand how financial decisions impact the overall financial position • Understand and act on financial audit, reporting and compliance obligations • Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these 	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • Comply with basic ordering, receipting and payment processes • Apply basic checking and quality-control processes to activities that support procurement and contract management • Understand probity principles relating to purchasing 	Foundational
	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	<ul style="list-style-type: none"> • Assist team members to understand organisational directions • Ensure team members understand the organisation's policies and services • Ensure team members understand how their activities align with business objectives and the organisation's performance • Recognise and acknowledge team members' high-quality work and effort 	Foundational

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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational