

Role Description

Sourcing Officer

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	Operations Group / Procurement
Role number	237914
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	139999
PCAT Code	1117292
Date of Approval	TBA
Agency Website	http://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

Undertake and provide procurement services relating to Goods and Services projects, including procurement planning, development and sourcing, to meet business needs.

Key accountabilities

- Implement policies, procedures, systems and performance management frameworks for all procurement related activity to ensure a high level of professional practice and deliver compliant, effective and efficient procurement outcomes.
- Implement procurement plans and strategies to meet business needs, enhance stakeholder engagement, challenge and motivate providers to optimize service outcomes.
- Apply the procurement governance and risk management framework to monitor compliance, manage risk and improve procurement activity and performance.
- Assist with negotiations on supply arrangements and contract issues to deliver better category outcomes.

- Assist with managing organisational demand and influencing business units to adopt innovative ways of structuring their operations to meet their procurement needs more efficiently, given that budgets are usually controlled by the business units.
- Assist in the implementation of strategies to build organisational capability in procurement, given the complex legislative and policy environment and the great diversity of factors, including the dynamic nature of supply markets that need to be considered in many procurement decisions.

Key challenges

- Explaining procurement processes and requirements to those responsible for business unit spend and persuading them to adopt best practice, given the complexity of procurement and the time-pressured working environment.
- Keeping up to date with procurement policy, processes and legislation and building knowledge of the business and supplier markets, given the rate of change in these areas.

Key relationships

Who	Why
Internal	
Manager/Supervisor	<ul style="list-style-type: none"> • Receive advice, guidance, instructions and performance feedback. • Provide updates on projects, issues and priorities. • Provide advice and reports and contribute to decision making. • Escalate issues 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 advice, analysis, information and guidance to support procurement strategies, activities and decision making. • Collaborate, engage and consult with on a range of procurement-related matters and issues • Develop and maintain effective working relationships.
External	
Customers/Stakeholders	<ul style="list-style-type: none"> • Provide advice, analysis and information to support procurement decision making. • Develop and maintain effective working relationships.

Who	Why
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 solutions and supply arrangements.
Professional/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

This role works with limited supervision and guidance to achieve overall work commitments developed in agreement with the supervisor or manager. The role acts independently to determine day-to-day work priorities, negotiate matters related to area of responsibility and make decisions in relation to the quality of work performed and to achieve work outcomes.

Reporting line

Manager, Procurement (Goods and Services)

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

- Relevant tertiary qualifications in procurement/construction management or in a related discipline and/or equivalent relevant work 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.

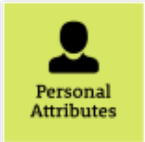
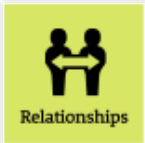
The capabilities are separated into focus capabilities and complementary capabilities

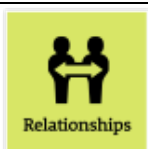
Focus capabilities

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

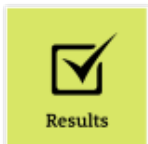
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
 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

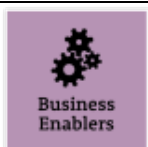
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**Deliver Results**

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

**Procurement and Contract Management**










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

- Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

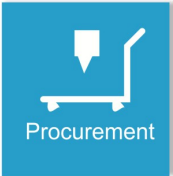
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Complementary capabilities

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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational

Procurement Professionals Capability Set

Capability Group	Capability Name	Level
	Strategic Procurement Leadership	not applicable
	Procurement Analysis	Level 2
	Strategic Sourcing	Level 2
	Commercial Negotiation	Not applicable
	Procurement Risk Management	Level 2
	Supplier Relationship Management	Level 2
	Contract Management	Level 1
	Legislative and Policy Environment	Level 2
	Contract Law	not applicable
	Cost Management	not applicable