Role Description
Category Manager

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Commercial, Commissioning & Procurement
Location	Sydney CBD
Classification/Grade	Clerk Grade 11/12
ANZSCO Code	132411
PCAT Code	3119192
Date of Approval	October 2019
Agency Website	www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: https://www.treasury.nsw.gov.au (Refer to "About Treasury" and "Our Treasury Team").

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government's commitment to achieve significant and sustainable financial management improvement.

Primary purpose of the role

Manage and lead a category management team in the development and implementation of strategic category management plans for nominated categories in one or more of the following ICT, Construction/Facilities, and Goods and Services in line with the procurement lifecycle, through collaboratively working with key Government and industry stakeholders, to ensure the achievement of NSW Government procurement objectives

Key accountabilities

- Lead a category team in the development and implementation of strategic category management plans reflecting leading procurement practice for nominated categories
- Use a range of quantitative and qualitative data sources to identify savings and efficiency improvements for nominated categories
- Develop and implement a benefits realisation plan for nominated categories and report regularly on progress and outcomes
- Develop and implement an industry engagement plan for nominated categories to improve category management outcomes and promote innovation

- Manage the program of work for nominated categories to meet strategic category management objectives
- Lead cross functional category team projects, to develop strategy, planning, and reporting at operational and business group level.
- Lead, manage and develop team members, maintaining high levels of performance to ensure the business objectives and timelines are achieved.
- Ensure the category team actively engages with Government and industry stakeholders to maximise category planning effectiveness and agency/industry commitment.

Key challenges

- Management of whole of Government procurement categories including category plans and whole of Government contracts
- Developing the required relationships across the government to successfully deliver agreed outcomes.
- Maintaining up to date knowledge of market and procurement trends and market and vendor dynamics.

Key relationships

Who	Why
Client agencies, Procurement Board and Category teams	• Provision of analysis and reports to provide procurement insights and support the development of category management plans.
Strategic Policy	• Liaise with Strategic Policy regarding data analysis/research to support new policies, category services delivery and procurement reform initiatives.
Industry stakeholders	• Research and benchmarking.

Role dimensions

Decision making

- The Category Manager has a high level of autonomy in the delivery of the NSWP and Whole of Government Procurement Strategy and makes day-to-day decisions in relation to prioritising activities and maximising the utilisation of assigned resources.
- The role is accountable to the Director Category Management NSW Procurement for meeting client and business unit needs and the delivery against the NSW Procurement strategy, through the effective management of the procurement life cycle and contributes to the achievement of successful business outcomes.
- Decisions made by the Category Manager must effectively balance social, environmental and economic considerations within financial and human resources parameters as well as the impacts to both the organisation and Government.
- Matters that are more strategic, sensitive or have high impact will be made in consultation with the Director Category Management NSW Procurement.

Reporting line

Reports to Director, Category Management

Direct report

This role has up to 5 direct reports

Essential requirements

- Tertiary qualifications in a relevant discipline to facilitate effective procurement services in a commercial environment. Such qualifications might be management, business administration or technically oriented depending upon experience and/or experience in the delivery of innovative procurement solutions in large public sector agencies or commercial enterprises
- Relevant professional accreditation or certification, such as MCIPS.

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

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

Occupation / profession specific capabilities		
Capability Set	**Category, Sub-category and Skill**	**Level**
Procurement	**Procurement, Procurement Analysis**	**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 Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	• 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
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence. • Identify issues that may hinder completion of tasks and find appropriate solutions. • Be willing to seek out input from others and share own ideas to achieve best outcomes. • Identify ways to improve systems or processes which are used by the team/unit.
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation.

Occupation specific capability set (Skills Framework for the Information Age – SFIA)		
Category and Sub-Category	**Level and Code**	**Level Descriptions**
Procurement, Procurement Analysis	2	• Engage with stakeholders to determine business needs and requirements to inform procurement decisions • Thoroughly research the key risks, people, market, supplier and timing issues for categories • Develop basic analysis of spend using simple tools and spreadsheets to identify trends and assess changes in demand • Undertake basic supply market analysis for straightforward areas of spend with some direction and oversight • Undertake basic supplier/customer preferencing for straightforward areas of expenditure • Develop functional specifications to ensure supply options are not limited • Apply different tools/techniques appropriately in different procurement situations

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