

Role Description

Senior Procurement Policy and Governance Officer

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Procurement
Role number	TBA
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT Code	1117292
Date of Approval	11 April 2022
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

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

Manage and coordinate the development and implementation of a range of policy and governance initiatives to ensure compliance with relevant legislation, frameworks and guidelines and contribute to the delivery of procurement policy and governance processes across DoE.

Key accountabilities

- Provide sound policy and governance advice to the Manager, Governance, Systems & Reporting and other relevant stakeholders to facilitate the appropriate interpretation and implementation of policies

and support the effective application of legislative requirements, government policy and best practice across DoE.

- Develop and maintain collaborative relationships with internal and external stakeholders to facilitate effective communication of governance requirements and support their overall implementation at an operational level.
- Identify, research, and analyse complex policy and governance issues, and devise and develop evidence-based options and recommendations, to support evidence-based analysis and decision making.
- Develop and maintain procurement risk management and reporting mechanisms to proactively identify and mitigate risks and ensure complete and accurate documentation for audit and compliance purposes.
- Contribute to the design and development of rigorous governance processes and practices, including policy conformance, probity and audit issues, to support best practice, complaint outcomes.
- Contribute to the effective operation and administration of governance and policy frameworks, including the provision of up-to-date information on risks and controls, to support continuous improvement and innovation.

Key challenges

- Delivering policy and governance initiatives and projects to the required standards and timeframes, given the need to rapidly integrate information and adapt in an often changing and unpredictable environment.
- Building commitment and understanding of all staff on the importance of effective governance and high standards of integrity and accountability.
- Building collaborative relationships and negotiating with a range of stakeholders, given their varying viewpoints, interests and expectations.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice, guidance, instructions 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.
Direct reports	<ul style="list-style-type: none"> • Coach, mentor, guide and support to achieve agreed priorities and deliver customer-focused outcomes. • Set performance expectations and manage performance and development.
Work team	<ul style="list-style-type: none"> • Support the team and work collaboratively to contribute to achieving the team's business outcomes. • Participate in meetings, share information and provide input on issues.

Who	Why
Customers/Stakeholders	<ul style="list-style-type: none"> • Provide advice and recommendations on procurement governance and compliance. • Consult and collaborate on the development and implementation of governance policies and processes.
External	
Customers/Stakeholders	<ul style="list-style-type: none"> • Provide sound advice to support procurement decision making and provide solutions to issues. • Optimise engagement to define mutual interests, manage expectations and achieve defined outcomes.
Other NSW government and non-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.

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

Reporting line

Manager, Governance, Systems & Reporting

Direct reports

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Budget/Expenditure

Nil

Financial delegation – in accordance with the Department's policy as prescribed for a Clerk Grade 9/10.

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 and/or demonstrated equivalent experience.

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.

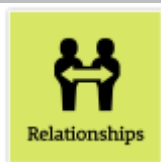
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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
	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
	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
	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	Adept



- 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

Work Collaboratively

Adept

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



Deliver Results

Intermediate

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



- 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

Think and Solve Problems

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


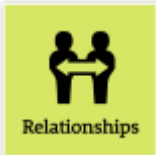
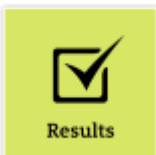

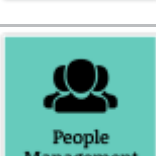

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply 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

		<ul style="list-style-type: none"> • 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 	
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • 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 	Adept
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks 	Adept

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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	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
 Relationships	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
 Results	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	Intermediate
 Business Enablers	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	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate
Occupation specific capability set			
 Procurement	Procurement Analysis	Gather and evaluate information on the market, business needs, categories, key suppliers, the supply chain and contextual factors to inform procurement decisions	Level 2
	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 2
	Procurement Risk Management	Identify, assess and mitigate risks	Level 2
	Legislative and Policy Environment	Ensure that the planning, management and delivery of procurement outcomes is fully consistent with all relevant legislative, probity and policy requirements	Level 2