

# Role Description

## Procurement Officer



Cluster	Planning & Environment
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Corporate Finance
Role number	50017250
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	591113
PCAT Code	1127292
Date of Approval	6 December 2023
Agency Website	<a href="http://www.dpie.nsw.gov.au/nsw-reconstruction-authority">www.dpie.nsw.gov.au/nsw-reconstruction-authority</a>

### Agency overview

The NSW Reconstruction Authority (the Authority) is a statutory corporation within Planning & Environment. The Authority will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the Authority will complete critical planning and preparation with communities, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

### Primary purpose of the role

Provide procurement services to stakeholders through the effective coordination of procurement projects, activities and relationships to create optimal service outcomes.

### Key accountabilities

- Deliver timely and accurate procurement advice to support the Divisions to meet procurement obligations, policies and procedures whilst maximising benefits and service delivery outcomes.
- Manage assigned tender processes ensuring compliance to relevant probity, policy, procedures and guidelines.
- Develop, implement and manage procurement projects as directed, ensuring projects are delivered effectively, on time and within budget.
- Build and maintain working relationships with key stakeholders in other agencies and NSW Procurement to share learnings, innovate and drive process improvements that deliver improved outcomes.
- Provide support to those involved in procuring emergency supplies and/or services to ensure preparedness and capacity for surge activity.
- Prepare a range of project-related documents for key stakeholders as required, including status updates, reports, budgets and discussion papers to manage the flow of information.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support engagement as well as program development and implementation.

- Deliver on assigned projects within agreed upon deadlines and quality standards using robust project management methodologies and processes to allow for consistent high-quality outcomes.

## Key challenges

- Managing project interdependencies and prioritising these to ensure objectives, deadlines and stakeholder expectations are met.
- Providing an effective procurement service whilst working with differing knowledge bases and requirements.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Escalate sensitive issues in the development and delivery of strategies, initiatives, policies, programs and projects</li> <li>• Keep informed, advise and provide regular updates on service delivery and priorities</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Share ideas and information and work collaboratively to enhance team outcomes</li> </ul>
Divisional staff	<ul style="list-style-type: none"> <li>• Share ideas and information to foster a culture of continuous improvement, achievement and resilience</li> </ul>
<b>External</b>	
Government and public sector	<ul style="list-style-type: none"> <li>• Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships.</li> <li>• Enable continuous improvement by sharing information and learnings</li> </ul>
Non-government, business and industry and community sectors	<ul style="list-style-type: none"> <li>• Ensure mutually beneficial outcomes.</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Ensure compliance and mutually beneficial outcomes.</li> </ul>

## Role dimensions

### Decision making

- The role has autonomy in coordinating and managing their work and makes decisions on matters under their direct control. The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation.
- Submits reports, analyses, briefings and other forms of written advice in final form with minimal input required from the executive or manager.
- In matters that are sensitive, high-risk, or business-critical, the role consults with team members and manager to agree on a suitable course of action.

## Reporting line

Manager, Procurement

## Direct reports

N/A

## Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

## Knowledge and experience

- Relevant knowledge and experience.

## Essential requirements

- Tertiary qualification and/or relevant knowledge and 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct Recognise and report misconduct and illegal and inappropriate behaviour	<b>Intermediate</b>





		Report and manage apparent conflicts of interest and encourage others to do so	
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<p>Focus on providing a positive customer experience</p> <p>Support a customer-focused culture in the organisation</p> <p>Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</p> <p>Identify and respond quickly to customer needs</p> <p>Consider customer service requirements and develop solutions to meet needs</p> <p>Resolve complex customer issues and needs</p> <p>Cooperate across work areas to improve outcomes for customers</p>	<b>Intermediate</b>
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<p>Build a supportive and cooperative team environment</p> <p>Share information and learning across teams</p> <p>Acknowledge outcomes that were achieved by effective collaboration</p> <p>Engage other teams and units to share information and jointly solve issues and problems</p> <p>Support others in challenging situations</p> <p>Use collaboration tools, including digital technologies, to work with others</p>	<b>Intermediate</b>
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<p>Seek and apply specialist advice when required</p> <p>Complete work tasks within set budgets, timeframes and standards</p> <p>Take the initiative to progress and deliver own work and that of the team or unit</p> <p>Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</p> <p>Identify any barriers to achieving results and resolve these where possible</p> <p>Proactively change or adjust plans when needed</p>	<b>Intermediate</b>
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<p>Identify the facts and type of data needed to understand a problem or explore an opportunity</p> <p>Research and analyse information to make recommendations based on relevant evidence</p> <p>Identify issues that may hinder the completion of tasks and find appropriate solutions</p> <p>Be willing to seek input from others and share own ideas to achieve best outcomes</p> <p>Generate ideas and identify ways to improve systems and processes to meet user needs</p>	<b>Intermediate</b>
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	<p>Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing</p> <p>Conduct delegated purchasing activities in line with procedures</p> <p>Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</p>	<b>Intermediate</b>

**Occupation specific capability set**

## 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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	<b>Intermediate</b>
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	<b>Intermediate</b>
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<b>Foundational</b>
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	<b>Adept</b>
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	<b>Foundational</b>
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<b>Intermediate</b>
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<b>Intermediate</b>
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	<b>Intermediate</b>
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	<b>Intermediate</b>
	Project Management	Understand and apply effective planning, coordination and control methods	<b>Foundational</b>

## Occupation specific capability set



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**