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| --- | --- | --- |
| **Portfolio** | Communities and Justice | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Corporate Services/Infrastructure & Assets/Capital Planning & Investment/Commercial Management | |
| **Location** | Parramatta | |
| **Classification/Grade/Band** | Clerk Grade 5/6 | |
| **Role Number** | 50050421 | |
| **ANZSCO Code** | 591113 | |
| **PCAT Code** | 1227273 | |
| **Date of Approval** | 15 April 2025 | **Ref: IA0027** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# Agency overview

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio. Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community by providing services that are effective and responsive to community needs.

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# Primary purpose of the role

Assist with the implementation of specialist infrastructure procurement for Infrastructure and Assets to ensure effective procurement practice that adheres to organisational and government policy.

# Key accountabilities

* Maintain contract management plans by sourcing supporting documents for established and new contracts, as well as preparing performance reporting and identifying non-performance, to ensure currency of all contract documentation.
* Administer contracts in accordance with approved Contract Management Plans and all associated and supporting documentation in accordance with NSW Government and DCJ Records Management requirements.
* Establish and maintain procurement and supplier registers, pipeline, and all Commercial Management reporting obligations.
* Proactively identify contract risks and issues to support DCJ objectives and achieve the planned outcomes of the contracts.
* Support the administrative activities during the procurement phase including supplier selection, tender, and contract award.

# Key challenges

* Administering a large volume of complex contracts and the diverse needs of stakeholders.
* Applying required administrative processes and effectively monitoring contract performance against agreed terms, given the high volume of contracts being administered.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Infrastructure and Assets Staff | * Provide advice relating to policy and incorporate feedback and comments to develop targeted strategies that meet the unique needs of each division. |
| Senior Manager, Commercial Management | * Provide reporting on contract performance, administration and issues. |
| Managers | * Provide contract administration services and contribute to broader Commercial Management activities. * Report on progress towards business objectives, discuss key contracts and issues, seek and receive advice. |
| Stakeholders | * Provide contract administration services. |
| DCJ -Procurement unit | * Liaise in relation to contract issues and risks and contribute to Department strategic procurement processes as they relate to Infrastructure and Assets. |
| **External** |  |
| Stakeholders | * Provide reports, analyses and advice to support procurement decision-making. |
| Vendors/Service Providers and Consultants | * Provide information and advice on contract terms and conditions of the Contract Management Plan. * Support disputes, performance issues and requests for variations. |
| Other NSW Government Agencies | * Join peer networks to maintain currency in trends and developments in procurement, contract management and administration. * Exchange information on performance benchmarking and other matters of mutual interest. |
| Professional and Sector Associations | * Develop professional expertise and keep up to date with trends and developments in contract management and administration. |

# Role dimensions

## Decision making

The role provides day to day administrative support on contract matters.

The role is required to display initiative and has significant responsibility for exercising sound judgment in dealing with priority issues.

## Reporting line

The role reports to the Senior Manager, Commercial Management.

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Knowledge of the NSW Procurement Framework, construction category management, governance and procurement policies.
* Relevant work experience in contract management, category management, procurement or a related area.

# Essential requirements

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 logo | **Act with Integrity**  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 * Report and manage apparent conflicts of interest and encourage others to do so | | | | Intermediate |
| Relationships logo | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * 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 |
| Results logo | **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 |
| Results logo | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Identify the facts and type of data needed to understand a problem or explore an opportunity * Research and analyse information to make recommendations based on relevant evidence * Identify issues that may hinder the completion of tasks and find appropriate solutions * Be willing to seek input from others and share own ideas to achieve best outcomes * Generate ideas and identify ways to improve systems and processes to meet user needs | | | | Intermediate |
| Business Enablers logo | **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 | | | | 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 is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| 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 | Foundational |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| 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 logo |  |  |  |
| 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 project planning, coordination and control methods | Foundational |