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| **Cluster** | Stronger Communities  |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Corporate Services/Finance Procurement and Strategy/Procurement  |
| **Location** | Sydney  |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | TBA |
| **ANZSCO Code** | 591113 |
| **PCAT Code** | 1227273 |
| **Date of Approval** | 18 December 2019 | **Ref:** **Fin 027** |
| **Agency Website** | www.dcj.nsw.gov.au |

***This role description applies to multiple roles across DCJ. 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 under the Stronger Communities Cluster. 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. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# Primary purpose of the role

Supports and advises the Director Procurement and the Procurement Manager in the nominated area. The role will be working in one of the following teams:

* Category management
* Supplier excellence
* Policy and governance
* Strategy and continuous improvement

# Key accountabilities

* Manage and deliver procurement projects on time and on target as required for the Department to maintain and extend its procurement accreditation.
* Provide sound advice and support to the Procurement team and Business Owners across the Department on individual procurement projects, category management, supplier relationship management, policy & governance, systems and continuous improvement.
* Deliver value for money for the Department while supporting social and environmental procurement objectives.
* Conduct engagement, planning and analysis that support business needs and strategic objectives.
* Provide timely advice, communication, reports and submissions for key divisional, departmental and external stakeholders.
* Ensure that tools, systems and reporting including spend analytics support best practice in procurement across the Department and NSW.
* Participate in procurement initiatives and projects, as required, and may be deployed to other areas within the Procurement to meet client and business needs, drive cross- skilling and enable skills development.

# Key challenges

* Focusing on creating a consistent environment to obtain best value for money for the Department while ensuring compliance with government standards, maintaining probity and managing Departmental risk exposure.
* Dealing with matters of a sensitive and confidential nature and demonstrating appropriate levels of professionalism and trust.
* Leveraging procurement opportunities in a diverse organisation and analysing complex information across multiple information systems.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Chief Procurement Officer and Procurement Team | * Provide high quality, actionable and timely advice to support the Manager and Procurement team.
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| Contract and supplier management team stakeholders, Executive and Management | * Advise managers and staff across the group to consider innovative ideas, develop longer term plans and to adopt compliant procurement processes.
* Providing guidance and support to Departmental stakeholders in the development, maintenance and support of procurement activities and documentation.
* Guide business stakeholders to perform in line with accreditation requirements and upskill capability skill set across the Department and Cluster.
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| **External** |  |
| Business Community and Suppliers | * Keep abreast of changes and trends in the supply market to deliver innovation and best value solutions.
* Maintain effective communication to strengthen the Department’s position as a customer of choice, fostering innovation, ensuring effective competition and ongoing performance.
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| Government and other Jurisdictions | * Provide input and support to joint initiatives, eg category plans, working groups, improved technical standards, shared contracts, etc. and to foster best practice.
* Provides reports to central agencies and participate in NSW initiatives as required
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# Role dimensions

## Decision making

The Procurement senior officer has influence across a significant spend. The role provides day to day advice on procurement matters to the Procurement managers, Chief Procurement Officer and Senior Department officers.

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 nominated Procurement Manager.

## Direct reports

NA

## Budget/Expenditure

NA

# Key knowledge and experience

* Knowledge of the NSW Procurement Framework, procurement governance and procurement policies.
* Relevant work experience in procurement, administration, legal, finance, project management or any 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 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 logo  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | * Focus on providing a positive customer experience
* Support a customer-focused culture in the organisation
* Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
* Identify and respond quickly to customer needs
* Consider customer service requirements and develop solutions to meet needs
* Resolve complex customer issues and needs
* Cooperate across work areas to improve outcomes for customers
 | Intermediate |
| Relationships logo  | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | * Negotiate from an informed and credible position
* Lead and facilitate productive discussions with staff and stakeholders
* Encourage others to talk, share and debate ideas to achieve a consensus
* Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
* Influence others with a fair and considered approach and sound arguments
* Show sensitivity and understanding in resolving conflicts and differences
* Manage challenging relationships with internal and external stakeholders
* Anticipate and minimise conflict
 | 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 |
| Results logo | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | * Assess work outcomes and identify and share learnings to inform future actions
* Ensure that own actions and those of others are focused on achieving organisational outcomes
* Exercise delegations responsibly
* Understand and apply high standards of financial probity with public monies and other resources
* Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety
* Conduct and report on quality control audits
* Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks
 | Adept |
| 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 |

This role also utilises the Procurement Professionals Capability Set. The capability set is available at [www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/procurement-capability-set](http://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/procurement-capability-set)

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| **Focus Occupation Specific Capabilities**  |
| Procurement logo | **Capability name**Capability description | **Capability Set** | **Level** |
| **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 | * Recognise the procurement role and responsibility across the organisation and act as a business partner when undertaking procurement activities
* Engage confidently with senior stakeholders on procurement matters
* Understand the strategic value of procurement and the need to achieve agreed performance targets and business objectives
* Contribute to the development and standardisation of processes and apply changed processes and standards consistently
* Seek to maintain and build their currency and professionalism in procurement
 | Level 2 |

# 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 | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships logo  |  |  |  |
| Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | 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 | Intermediate |