

Role Description

Procurement Officer

Role Description Fields	Details
Department/Agency	NSW Reconstruction Authority
Division/Branch/Unit	Finance Planning & Performance / Procurement
Role number	Various
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	591113
PCAT Code	1127292
Date of Approval	22 July 2026
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency within the Premier's Department, established to strengthen the State's capability to anticipate, withstand, and recover from disasters.

The RA plays a central leadership role in shaping how New South Wales prepares for and responds to disruptive events. This includes driving strategic planning and preparedness across government, industry, and communities to reduce disaster risk and minimise impacts before they occur.

In the aftermath of disasters, the RA leads the coordination of recovery and reconstruction efforts, ensuring rapid mobilisation, clear accountability, and alignment across agencies and stakeholders. The Authority works to restore communities efficiently and effectively, while embedding resilience to support faster, more sustainable recovery for New South Wales.

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

Internal

Who	Why
Manager	• Escalate sensitive issues in the development and delivery of strategies, initiatives, policies, programs and projects • Keep informed, advise and provide regular updates on service delivery and priorities
Work Team	• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff	• Share ideas and information to foster a culture of continuous improvement, achievement and resilience

External

Who	Why
Government and public sector	• Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships. • Enable continuous improvement by sharing information and learnings
Non-government, business and industry and community sectors	• Ensure mutually beneficial outcomes.
Vendors/Service Providers	• Ensure compliance and mutually beneficial outcomes.

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

Nil

Budget/Expenditure

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

Key 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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent your 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 • Report misconduct and inappropriate behaviour • Report and manage conflicts of interest and encourage others to do so	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	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 your organisation - Demonstrate a thorough knowledge of the available services and share relevant information with customers - Identify and respond quickly to customer needs - Consider different customer needs and experiences when developing solutions to meet needs - Resolve complex customer issues - Cooperate across work areas to improve outcomes for customers	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	- Build a supportive and collaborative team environment - Share information and learning across teams - Acknowledge outcomes that were achieved by working together effectively - Share information with others to solve problems together - Support others in difficult situations - Use collaboration tools, including digital technology, to work effectively with others	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Seek and apply specialist advice when needed - Complete work tasks within set budgets, timeframes and standards - Take the initiative to progress and deliver your own work and that of the team or business unit - Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals - Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	Intermediate
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Understand a problem or explore an opportunity by finding data that is relevant, trustworthy and high quality - Research and analyse information to make recommendations based on relevant evidence - Identify and find appropriate solutions for issues that may stop people from completing their tasks - Be willing to seek others' input and share your ideas to achieve best outcomes - Come up with ideas and identify ways to improve systems and processes to meet organisational and customer needs	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Procurement and Contract Management Understand and use procurement processes to ensure effective purchasing and contract performance	- Understand and follow legal, policy and organisational guidelines and procedures for purchasing - Conduct delegated purchasing activities in line with procedures - Work with providers, suppliers and contractors to make sure outcomes meet timelines and quality requirements	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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.

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	Intermediate
 Personal Attributes	Manage Self	Be persistent, self-reflect and commit to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, pay attention to others and respond with understanding and respect	Adept

Capability group/sets	Capability name	Description	Level
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Project Management	Understand and use effective ways to plan, coordinate and control projects	Foundational