

Role Description

Senior Procurement Officer



Cluster	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Corporate Finance
Role number	51008578
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511111
PCAT Code	1127292
Date of Approval	6 December 2023
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, NGOs, 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

Project manage and provide advice, information and guidance on procurement related initiatives and matters to staff across the agency to provide governance and support good practice in procurement.

Key accountabilities

- Partner with key stakeholders to develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet divisional needs and manage risk.
- Develop and administer contract management plans, negotiate changes and modifications, supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes.
- Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes.
- Partner with staff from across the agency providing high level advice and guidance to build expertise in procurement, provide governance and improve procurement practice and outcomes.
- Identify, manage and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity.
- Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes.
- Undertake and lead business needs assessment, supply market analysis and commercial assessments to inform procurement planning and sourcing decisions.
- Prepare correspondence, written reports, publications, and briefs, that are informative and aligned with agency requirements, to respond to Agency and/or Government requests.

- Work collaboratively with the specialist commercial reconstruction procurement team to ensure coordinated and consistent approaches

Key challenges

- Work collaboratively with internal and external stakeholders with often competing priorities.
- Identify and implement procurement savings and efficiencies consistent with service delivery goals and wider government objectives.
- Maintain knowledge and understanding of contemporary procurement frameworks and requirements and their relevance and application for the agency

Key relationships

Who	Why
Internal	
Manager	• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans
Work Team	• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff / Project teams	• Champion best practice procurement outcomes by developing and maintaining effective working relationships and open channels of communication. • Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience. • Influence outcomes through collaboration when there are conflicting interests and opinions.
External	
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	• Work collaboratively and foster strong relationships to facilitate the exchange of information, achievement of joint priorities and promote ResNSW as an enabling agency.
Vendors / Service Providers	• Be a point of contact for issue management and service delivery • Ensure that service providers are engaged in accordance with the relevant internal, legislative, and NSW Procurement principles and requirements • Ensure service delivery in accordance with the contractual arrangements. • Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks

Role dimensions

Decision making

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time, and to expectations in terms of quality, deliverables and outcomes.
- Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.
- Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.
- Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload.

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
 Personal Attributes	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
	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	Work Collaboratively 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	Adept
	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	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	Intermediate

		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	
 Business Enablers	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

Occupation specific capability set

 Procurement	Commercial Negotiation Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	Work with business areas to identify where improvement and negotiation is required in procurement activities and develop basic commercial negotiation plans to suit Recognise procurement negotiation issues and options and make informed assessment of negotiation arguments Lead straightforward procurement negotiations often during the tendering cycle or as part of a contract review Use a range of persuasion methods and simple tactics to achieve successful procurement outcomes	Level 2
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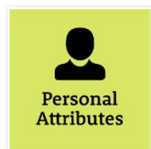
Complementary capabilities

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

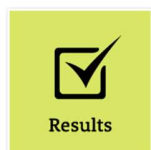
Capability group/sets	Capability Name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept



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



Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate



Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept



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	Adept

Occupation specific capability set



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
Strategic Sourcing	Select suppliers of required goods and services, based on market evaluation, capability and alignment to the strategic procurement directions of the organisation	Level 3
Contract Management	Effectively manage the performance of suppliers through robust contract frameworks, successfully delivering contractual obligations	Level 3