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| --- | --- |
| **Cluster** |  |
| **Agency** |  |
| **Division/Branch/Unit** |  |
| **Role number** |  |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** |  |
| **PCAT Code** |  |
| **Date of Approval** |  |
| **Agency Website** |  |

Agency overview

Primary purpose of the role

The Procurement Analyst provides procurement and analytical expertise, including research, cost modelling and analytical support services, to inform procurement and category management, decision-making and strategy.

Key accountabilities

* Work with procurement and business partners to assess their business needs and contribute meaningfully to the development of procurement and category management strategies
* Populate and maintain complex databases and apply analytical tools, techniques and systems to analyse and interpret a wide range of supplier and organisational information and options to support procurement planning and decision making
* Undertake research, cost modelling and analysis of supply markets to identify opportunities and inform sourcing strategies
* Develop and provide reports to support effective management of supplier performance and to track and report on benefits delivered
* Apply risk management and compliance checks when researching and analysing supply markets and contract performance to identify potential risks and trigger risk mitigation and management responses

Key challenges

* Communicating technical reports and analyses in a meaningful way to procurement stakeholders given the complexity of procurement analysis and the time-pressured working environment
* Continually building understanding of contemporary developments in procurement analytics and capability in applying analytics tools and methods given the rate of change in these areas

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Functional Head | * Provide reports, analyses and advice to contribute to decision making and directions in procurement |
| Stakeholders | * Provide analytical advisory and assurance services to agency staff/teams undertaking procurement |
| Manager | * Provide advice on procurement strategies and directions and contribute to broader unit issues * Report on progress towards business objectives, discuss key projects and issues, seek and receive advice |
| **External** |  |
| Stakeholders | * Provide reports, analyses and advice to support procurement decision-making |
| Vendors/Service Providers and Consultants | * Gather information to support analyses of markets and suppliers and contract performance * Explore business opportunities and contribute to development of procurement strategies and supply arrangements |
| Other NSW Government Agencies | * Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in analytics and procurement * Contribute to cross agency or whole of government projects/programs |
| Professional and Sector Associations | * Exchange market intelligence and information on performance benchmarking, innovation and other matters of mutual interest to evaluate and enhance the effectiveness and quality of procurement programs and services |

Role Dimensions

Decision making

Reporting line

Direct reports

Budget/Expenditure

Key **knowledge and experience**

**Essential requirements**

# 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 | **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 | **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 | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | | Adept |
| Business Enablers | **Procurement and Contract Management**  Understand and apply procurement processes to ensure effective purchasing and contract performance | Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing  Conduct delegated purchasing activities in line with procedures  Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements | | Intermediate |
| **Occupation specific capability set** | | | | |
| Procurement | **Procurement Analysis**  Gather and evaluate information on the market, business needs, categories, key suppliers, the supply chain and contextual factors to inform procurement decisions | Effectively engage stakeholders and develop procurement strategies based on sound knowledge of business needs and supply markets  Identify a number of different supply markets from which a category can be sourced and assess the optimal approach  Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis  Apply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply markets  Undertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategies  Research and provide competitive procurement options to deal with limited supply of products and services  Review and select tools and systems solutions developed to suit the application needed | | Level 3 |
| **Procurement Risk Management**  Identify, assess and mitigate procurement risks | Identify and evaluate key risks at a contractual level for straightforward arrangements and seek input from other functions as appropriate (e.g. finance, legal etc.)  Input to risk logs and opportunity assessment reports as outlined in the organisational procurement practices  Develop risk mitigation strategies for straightforward procurement arrangements  Identify areas of non-compliance to procurement policy and raise with relevant stakeholders | | Level 2 |
| **Cost Management**  Analyse cost make up and financial information and assess financial risk within a market to inform procurement planning, control and decision making | Develop simple TCO models for straightforward supply arrangements  Differentiate between price and overall cost as part of the overall value assessment of supply arrangements  Assess cost levers/drivers which exist within a category/product to optimise specification/service levels  Apply a basic understanding of key financial indicators to assess the financial stability of a supplier in the short term  Effectively use cost models to determine true contract costs for complex contracts  Represent procurement in multi- functional value engineering workshops  Anticipate and take advance action on price movements  Proactively negotiate lower prices based on identified changes to product/labour price indices | | Level 3 |

# 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.

| 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 | 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 | 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 | 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 | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| Business Enablers | 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 | Foundational |
| **Occupation specific capability set** | | | | |
| Procurement | Legislative and Policy Environment | | Ensure that the planning, management and delivery of procurement outcomes is fully consistent with all relevant legislative, probity and policy requirements | Level 2 |