|  |  |
| --- | --- |
| **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 Advisor provides technical procurement expertise on policies, procedures, systems and standards to assist stakeholders undertaking procurement planning, development, sourcing and management to make strategic decisions and effectively meet organisational and business objectives.

Key accountabilities

* Work with business stakeholders to develop and implement innovative procurement and category management strategies to meet specific business needs, manage risk and deliver value for money
* Provide information and expert technical advice on complex policies, procedures, systems and standards to business stakeholders to assist them to deliver effective, outcomes-focused procurement activities
* Undertake research to support the development and review of organisational procurement policy, procedures, systems and standards
* Advise stakeholders on appropriate procurement governance and performance management mechanisms to monitor, co-ordinate and improve procurement activity and performance
* Assist in the development and implementation of capability development initiatives to improve procurement outcomes.
* Proactively identify and address procurement risks and mitigation strategies to meet organisational compliance requirements

Key challenges

* Keeping up to date with procurement policy, processes and legislation and building knowledge of the business and supplier markets, given the rate of change in these areas
* Explaining procurement processes and requirements to stakeholders and persuading them to adopt best practice, given the complexity of procurement and the time-pressured working environment

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Functional Head | * Provide reports and advice to contribute to decision making and directions in 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
 |
| Stakeholders | * Provide expert advice and support to agency staff/teams undertaking procurement
 |
| **External** |  |
| Stakeholders | * Provide information and advice to support procurement decision-making
 |
| Vendors/Service Providers and Consultants | * Gather information to support assessment of markets, 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 and maintain currency in procurement trends and developments
* Contribute to cross agency or whole of government projects/programs
 |
| Professional and Sector Associations | * Build professional expertise and keep up with market developments, innovation and other matters of mutual interest
 |

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 waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| Relationships | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
| 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 evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify 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 | Apply legal, policy and organisational guidelines and procedures relating to procurement and contract managementDevelop well-written, well-structured procurement documentation that clearly sets out the business requirementsMonitor procurement and contract management processes to ensure they are open, transparent and competitiveBe aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performanceEvaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principlesEscalate procurement and contract management issues, where required | Adept |
| **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 | Engage with stakeholders to determine business needs and requirements to inform procurement decisionsThoroughly research the key risks, people, market, supplier and timing issues for categoriesDevelop basic analysis of spend using simple tools and spreadsheets to identify trends and assess changes in demandUndertake basic supply market analysis for straightforward areas of spend with some direction and oversightUndertake basic supplier/customer preferencing for straightforward areas of expenditureDevelop functional specifications to ensure supply options are not limitedApply different tools/techniques appropriately in different procurement situations | Level 2 |
| **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 practicesDevelop risk mitigation strategies for straightforward procurement arrangementsIdentify areas of non-compliance to procurement policy and raise with relevant stakeholders | 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.

| 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 | 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 |
| 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 | Intermediate |
| 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 | 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 |
| 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 |