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| --- | --- |
| **Cluster** |  |
| **Agency** |  |
| **Division/Branch/Unit** |  |
| **Role number** |  |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** |  |
| **PCAT Code** |  |
| **Date of Approval** |  |
| **Agency Website** |  |

Agency overview

Primary purpose of the role

The Senior Procurement Analyst develops procurement intelligence, from a range of data sources, through business analysis, cost modelling, reporting, and performance analysis to inform procurement decisions, support performance improvement, and to enable stakeholders to meet business needs.

Key accountabilities

* Partner with key procurement and business partners to determine their business needs, and provide procurement reports and insights to inform procurement decisions and assist in the development of innovative procurement and category management strategies, policies and processes
* Proactively identify, manage and provide advice on political, commercial, contractual, operational, financial, reputational, ethical and supply chain risks to meet organisational obligations and maximise business opportunity
* Identify and use the most appropriate analytical tools, techniques and systems to analyse and interpret a wide range of supplier and organisational information and develop reports, forecasts and advice to inform and support procurement planning and decision-making
* Research and analyse supply markets to determine market segmentation, trends, issues, maturity, risks and relative organisational position to identify opportunities and inform sourcing strategies
* Develop, assess and provide reports for the effective management of supplier performance and to track and report on benefits delivered

Key challenges

* Using a range of techniques to communicate analytical reports and insights meaningfully to key stakeholders given the complexity of business needs and the insights generated
* Continually building knowledge of procurement and the business to enhance the analysis and advice provided to procurement decision-makers

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Agency Head/Functional Head | * Provide expert analyses and advice to contribute to decision making and directions in procurement
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| Stakeholders | * Collaborate and provide expert analyses and advice to contribute to procurement strategies, activities and decision-making
* Provide analytical advisory and assurance services to agency staff/teams undertaking procurement
 |
| Manager | * Provide expert advice on procurement strategies and directions and contribute to broader unit issues
* Report on progress towards business objectives, discuss key projects and issues and receive advice
 |
| **External** |  |
| Stakeholders | * Consult and collaborate to define mutual interests and determine strategies to achieve their realisation
* Provide expert 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 develop innovative 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
* Influence the development of procurement policy, programs and services
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| 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
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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 icon | **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 soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| Relationships icon | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| Results icon | **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 icon | **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 purchasingConduct delegated purchasing activities in line with proceduresWork with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements | Intermediate |
| **Occupation specific capability set** |
| Procurement icon | **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 marketsIdentify a number of different supply markets from which a category can be sourced and assess the optimal approachDevelop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysisApply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply marketsUndertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategiesResearch and provide competitive procurement options to deal with limited supply of products and servicesReview and select tools and systems solutions developed to suit the application needed | Level 3 |
| **Procurement Risk Management**Identify, assess and mitigate procurement risks | Develop risk mitigation strategies for complex procurement arrangementsProactively keep abreast of risk management processes and effectively use systems and practices to input to project risk logs and opportunity assessment activities within own teamDevelop risk mitigation strategies for complex and large procurement projects, ensure appropriate ownership of risk between the organisation and the supplier (i.e. allocation of risk where it is best managed)Champion compliance as a key procurement risk mitigation strategy | Level 3 |
| **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 robust TCO models for complex supply arrangements and create templates and guidance for cost modellingIdentify price as a part of overall cost which is part of the overall value and expertly apply this principle in assessing the value of supply arrangementsWork with other business areas to develop ‘should-cost’ models for complex arrangements (functional outsourcing, capital expenditure etc.)Proactively assess cost levers/drivers for complex categories/arrangements to optimise specification/service levels and continue to drive better outcomesUse financial reports and externally available data to assess supplier financial stability over the medium to long term and the financial capacity to deliver straightforward but high value contractsWork closely with key contractors and apply value engineering principles to identify and reduce waste and costs throughout the supply chainAccount for the effect of external influences on price such as foreign exchange fluctuations, and the impact this can have on pricing over the term of a contract, in contract price variation clausesLiaise with financial experts to validate the impact of external influences on price and effectively negotiate with suppliers to achieve good outcomes | Level 4 |

# 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 |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
| Personal Attributes icon | 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 |
| Relationships icon | 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 | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| Results icon | 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 icon | 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** |
| Procurement icon | 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 3 |