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| **Cluster** |  |
| **Agency** |  |
| **Division/Branch/Unit** |  |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **ANZSCO Code** |  |
| **PCAT Code** |  |
| **Date of Approval** |  |
| **Agency Website** |  |

Agency overview

Primary purpose of the role

The Principal Procurement Analyst leads the selection, deployment, and use of data resources, analytical tools and methodologies to provide procurement intelligence to support procurement and category management strategies, decision making and performance.

Key accountabilities

* Identify, develop, select and deploy data resources and contemporary analytical tools and methodologies which enable strategic reporting, analysis and predictive modelling to inform and support procurement/category management
* Provide strategic analyses and advice on complex markets, supply arrangements and market development initiatives to provide a sound basis for procurement decisions and directions
* Lead/collaborate with procurement and business partners in the development of evidence-based procurement and category management strategies, policies and processes to meet their business needs and achieve quality and continuity of supply, procurement savings and improved business outcomes
* Lead the design and implementation of effective metrics and reports to continually monitor and assess the performance of individual procurement arrangements and the benefits realised for the total category/procurement function
* In consultation with business partners, build compliance and risk management checks into research and analysis processes and reporting to ensure a continuing focus on risk identification, mitigation and management
* Lead, manage and develop the analytics team to continually improve the quality of analysis provided at all stages of the procurement process and integrate its use into procurement decision-making

Key challenges

* Translating the outcomes of sophisticated analytics into terms that are meaningful and influential with key stakeholders
* Influencing stakeholders to adopt new strategies and approaches based on market and business analyses, in a risk-averse environment

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Agency Head/Secretary | * Provide expert analyses and advice to contribute to decision making and strategic directions in procurement
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| Stakeholders | * Collaborate and provide expert analyses and advice to contribute to procurement decision-making and sourcing strategies
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| 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
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| Direct Reports | * Lead, direct and manage performance
* Coach and mentor to build professional expertise
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| **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
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| 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
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| 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, performance benchmarking information, 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 | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Model the highest standards of ethical and professional behaviour and reinforce their useRepresent the organisation in an honest, ethical and professional way and set an example for others to followPromote a culture of integrity and professionalism within the organisation and in dealings external to governmentMonitor ethical practices, standards and systems and reinforce their useAct promptly on reported breaches of legislation, policies and guidelines | Advanced |
| Relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| Results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook for opportunities to design innovative solutions to meet user needs and service demandsEvaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| 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 |
| People Management | **Optimise Business Outcomes**Manage people and resources effectively to achieve public value | Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectivesAllocate resources to ensure the achievement of business outcomes and contribute to wider workforce planningWhen planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiencesEnsure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector contextMonitor performance against standards and take timely corrective actionsKeep others informed about progress and performance outcomes | 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 | Lead the development of procurement strategies in consultation with business partnersInterpret markets and their dynamics to inform procurement decisions for complex categories or large projectsDevelop detailed spend visualisations which interpret the data, providing trends, demand drivers, themes and insightRegularly and effectively apply strategic tools to supply markets and across the supply chainScope and shape categories to align with supply markets to maximise the organisation’s influenceDevelop procurement strategies to deal with markets with limited suppliersBring the external perspective to the organisation based on a deep understanding of practices from other industry sectorsResearch and develop systems solutions to meet changing procurement and supply chain needs | Level 4 |
| **Procurement Risk Management**Identify, assess and mitigate procurement risks | Lead the development of risk management tools and techniques to identify and prioritise risks to service deliveryWork closely with business areas to identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks emanating from procurement activity and supply base arrangementsFollow procurement risk management processes for major projects and coach others within the team on how to conduct risk assessments using established processes and frameworksAct as an internal consultant on techniques and actions to manage risk for high value complex projects and relationships, and take calculated risks to achieve objectivesManage compliance and work with business partners to eliminate non- compliant practices in procurement | Level 4 |
| **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 | 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 | Adept |
| Relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| 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 | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| 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 | Adept |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| Project Management | Understand and apply effective planning, coordination and control methods | Adept |
| People Management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |
| Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |
| **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 3 |