|  |  |
| --- | --- |
| **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 Advisor provides expert technical procurement advice on policies, procedures, systems and standards to key stakeholders undertaking procurement planning, sourcing and contract management activities, to enable them to meet business needs and government directions.

Key accountabilities

* Engage and advise key stakeholders on policies, procedures, systems and standards to enable them to deliver effective, outcomes-focused procurement activities across the organisation
* Partner with key business stakeholders to develop innovative procurement and category management strategies to meet specific business needs, manage risk and deliver value for money
* Research, develop, implement and review organisational procurement policy, procedures, systems and standards to effectively support business procurement needs, identify and mitigate procurement risk, and meet all legislative and regulatory compliance requirements
* Advise on appropriate procurement governance and performance management mechanisms to monitor, co-ordinate and improve procurement activity and performance
* Research, develop and implement procurement capability development initiatives to support effective procurement outcomes across the organisation
* Proactively identify and address procurement risks and mitigation strategies to meet organisational compliance requirements

Key challenges

* Keeping up with changes in the legislative and policy environment as well as trends and developments in procurement techniques, strategies and systems so as to be able to provide timely and strategic recommendations to improve the procurement function
* Clarifying stakeholder expectations and maintaining an appropriate balance between the expert advice role and more operational procurement activity, given stakeholder needs for support in both complex areas

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Agency Head/Functional Head | * Provide expert advice to contribute to decision making and directions in procurement
 |
| Stakeholders | * Collaborate and provide expert advice to contribute to procurement strategies, activities and decision-making
* Provide guidance and support 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 advice and information 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 and maintain currency in trends and developments
* Contribute to cross agency or whole of government projects/programs
* Influence the development of procurement policy, programs and services
 |
| 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 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 | **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 | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | 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 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 | 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 |

# 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 | 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 | 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 | Adept |
| 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 | Adept |
| **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 3 |