

# Role Description

## Senior Procurement Officer



Transport  
for NSW

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure and Place / Commercial, Performance and Strategy
Role number	Multiple
Classification/Grade/Band	Transport Grade 8
ANZSCO Code	133612
PCAT Code	1227292
Date of Approval	December 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$57.5bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

The primary purpose of this role is to assist the Senior Manager Procurement, Procurement Managers and Procurement cross-functional teams during each stage of procurement activities ensuring effective administration of all procurement process outcomes, and overseeing compliance with all procurement policies, processes and procedures and governance frameworks.

### Key accountabilities

- Manage the end-to-end procurement process for projects with input from the Senior Manager, Procurement, Procurement Manager and the procurement cross-functional team and in compliance with relevant policies, standards, procedures and frameworks.
- Coordinate the creation of a project delivery strategy with input from the procurement cross-functional team.
- Coordinate the formulation of a project risk profile with the procurement cross-functional team.
- Develop tender evaluation methodology with input from the procurement cross-functional team and manage the tender process, including communication with tenderers, participating in contract negotiations as required to resolve commercial conditions, ensuring value for money outcomes and facilitating the timely award of contracts.



- Prepare contracts with input from the procurement cross-functional team and manage the award and execution of contracts, facilitating contract handover activities to the program/project team and the commercial team.
- Contribute to the development and standardisation of processes and apply changed processes and standards consistently.
- Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes

## Key challenges

- Keeping abreast of matters affecting Transport for NSW procurement activities from both internal and external sources from a strategic perspective.
- Working in an environment of constantly competing priorities and managing these priorities to enable completion of assigned procurement activities while delivering day to day tasks in the required timeframes

## Key relationships

Who	Why
<b>Internal</b>	
Reporting Line Manager and Leadership Team	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key projects, issues and priorities</li> <li>• Participate in meetings to represent work group perspective and share information</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Participate in meetings to represent work group perspective and share information.</li> <li>• Participate in discussions and decisions regarding implementation of innovation and best practice.</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Consult and collaborate to define mutual interests and determine strategies to achieve their realisation</li> <li>• Provide advice and information to support procurement decision-making</li> </ul>
Vendors/ Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Gather information to support analyses of markets and suppliers and contract performance</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements</li> </ul>
Other NSW Government Agencies	<ul style="list-style-type: none"> <li>• Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in procurement</li> <li>• Contribute to cross agency or whole of government projects/ programs</li> <li>• Influence the development of procurement policy, programs and services</li> </ul>

## Role dimensions

### Decision making

The Senior Procurement Officer operates with independence for day to day decision making and procurement activities within the parameters of the relevant procurement processes, policies and legislation.

The role defers to the Senior Manager Procurement on issues that are complex in nature, high risk, have political impact or issues outside of financial delegation.

### Reporting line

The role accounts and reports to the relevant Senior Manager Procurement.

### Direct reports

The role will have no direct reports but may review or supervise the activities of Procurement Officers that may be assigned as part of delivering a procurement activity.

### Budget/Expenditure

As per the approved TfNSW Financial Delegations.

### Key knowledge and experience

- Demonstrated experience in providing procurement advice in a large, complex organisation.
- Experience in procurement advisory, planning, governance and reporting in a complex organisation including an understanding of relevant policies, processes, and systems.

### Essential requirements

- Tertiary qualification in a relevant discipline or equivalent experience in procurement.

### Capabilities for the role

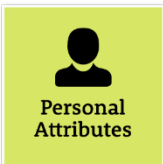
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results, and business enablers, with a fifth people management group of capabilities for 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> </ul>	Advanced

- Act promptly on reported breaches of legislation, policies and guidelines



**Commit to Customer Service**  
Provide customer-focused services in line with public sector and organisational objectives

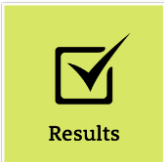
- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

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**Work Collaboratively**  
Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

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**Deliver Results**  
Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate



**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 management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance

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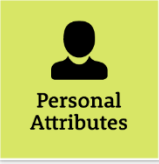



- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

## 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.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

### 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	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 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