

Role Description

Senior Advisor, Procurement

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Strategy and Operations / Procurement
Role number	760904
Classification/Grade/Band	Health Manager Level 4
Senior executive work level standards	Not Applicable
ANZSCO Code	133612
PCAT Code	137292
Date of Approval	01 June 2018
Agency Website	www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Agency overview

Health Infrastructure was established in 2007 as the capital delivery agency of NSW Health for projects over \$10 million. Today, Health Infrastructure plans and delivers sustainable and innovative infrastructure and asset management solutions to meet the health care needs of NSW communities now and into the future. We are leading the largest health capital works program in Australia, collaborating with our Local Health District/Network customers, with government more broadly and with industry to transform public health facilities across NSW. In doing so, we contribute long term economic and social benefits to NSW communities.

Our people are united by our CORE values of Collaboration, Openness, Respect and Empowerment. We behave with integrity, treat others how we would like to be treated and are trusted advisors to our customers in the Local Health Districts and Networks across NSW. We pride ourselves on our positive organisational culture and are committed to building a diverse, inclusive and flexible workforce.

Primary purpose of the role

Provide timely procurement advice to both internal and external project staff, and implement appropriate project procurement strategies and accurate reporting to support the management of Health Infrastructure's (HI) procurement processes. Apply NSW Government procurement practices and systems to enable HI to plan, manage and deliver health infrastructure projects and related services.

Key accountabilities

- Coordinate, and actively contribute to significant parts of, the development and preparation of comprehensive Request for Tender and contract documents in consultation with stakeholders.
- Advise the Procurement Manager of commercial risks arising out of procurement processes, proactively recommend practical and sound solutions and participate in the implementation of these solutions.
- Ensure NSW Government procurement models are applied in the delivery of all HI projects by maintaining up-to-date knowledge of procurement practices, processes and policies within the Government and Public Sector agencies to facilitate efficient and effective delivery of procurement services to HI.
- Contribute to development of procurement contract templates, standards, systems and tools; and to the provision of advice in relation to policies, procedures and systems for pre-qualification, accreditation,

selection, engagement and performance management associated with the procurement and delivery of projects.

- Provide timely and appropriate information and advice to management and staff regarding procurement issues, contracts and service providers to facilitate improved decision making
- Advise the evaluation panel for the selection of construction contractors and professional services providers and manage all aspects of ad hoc procurement challenges.
- Provide support to the project management function in respect of non-routine matters, such as disputes, variations or contract ambiguities and maintenance of contract information for example, insurance, financial assessment and securities registers.
- Ensure the timely and accurate reporting of the major projects in accordance with all statutory, NSW Health and NSW Government reporting 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

Internal

Who	Why
Senior Management within the Ministry of Health, HI and Local Health Districts	<ul style="list-style-type: none"> • To develop effective working relationships.
HI staff, consultants and contractors	<ul style="list-style-type: none"> • To provide leadership, management and coordination of key projects and assignments.
HI Managers	<ul style="list-style-type: none"> • To provide on-going consultation, liaison and expert advice to ensure the adoption of consistent, organisational-wide administrative, asset and workforce management policies, processes and systems.

External

Who	Why
Public and private sector industry representatives and suppliers	<ul style="list-style-type: none"> • To maintain business networks and keep abreast of industry developments, market trends and best practice.

Role dimensions

Decision making

The Senior Advisor, Procurement makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

The role is fully responsible for the content, accuracy, validity and integrity of advice provided and consults with the line manager on the more complex, sensitive, and contentious issues and that may have a significant impact on the organisation's functions.

Reporting line

This role will report to the Procurement Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in all phases of procurement for both construction/property/infrastructure assets and professional service providers, particularly in a NSW Government context.
- Experience in a project management, construction contracting or consulting field within the construction, infrastructure, asset management or related sectors.

Essential requirements

- Tertiary qualifications in Business and / or relevant experience working in a procurement environment.

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.

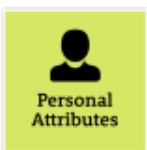
The capabilities are separated into focus capabilities and complementary capabilities

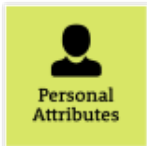
Focus capabilities

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept

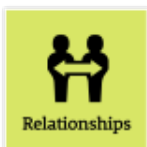


Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- Act as a professional role model for colleagues, set high personal goals and take pride in their achievement
- Actively seek, reflect and act on feedback on own performance
- Translate negative feedback into an opportunity to improve
- Take the initiative and act in a decisive way
- Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation

Advanced

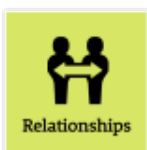


Commit to Customer Service

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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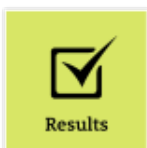


Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Use facts, knowledge and experience to support recommendations
- Work towards positive and mutually satisfactory outcomes
- Identify and resolve issues in discussion with other staff and stakeholders
- Identify others' concerns and expectations
- Respond constructively to conflict and disagreements and be open to compromise
- Keep discussions focused on the key issues

Intermediate



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



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 evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

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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
- 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

Adept

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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate