

Role Description

Senior Procurement Analyst, Procurement and Facilities Management

Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Corporate Services / Procurement & Facilities
Classification/Grade/Band	Prosecution Officer (Admin) Level 5
Senior executive work level standards	Not Applicable
OSCA Code	221112
PCAT Code	3211223733
Date of Approval	07 August 2026
Agency Website	https://www.odpp.nsw.gov.au/

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the Office is to be a dynamic prosecution service recognised for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and other stakeholders in the criminal justice system and the community.

The Corporate Services division provides a wide range of management services to the organisation specialising in the key areas of finance, human resources, procurement, information technology, training and asset management. The Division strives for and is committed to excellent customer support to the ODPP and its key stakeholders.

Primary purpose of the role

Working within the Procurement and Facilities Management team (PFM), the Senior Procurement Analyst assists the Procurement & Facilities Manager with procurement policy, procurement compliance, administers the contract register system, manages tendering and GIPA contract disclosures. This role partners with the business to provide procurement advice, assists and supports the business to identify the need for, to schedule, to prepare and to evaluate tender submissions and meet all NSW government procurement requirements. This role completes internal and external procurement reporting and delivers and supports special projects as required.

This role provides strategic procurement advice and support to ODPP Executive and Managers to ensure informed, risk-based procurement decisions are made and effective financial management is achieved. This role also plays a critical part in maintaining strong working relationships with key internal and external stakeholders including the ODPP Director Chambers, Directors of Corporate service, Solicitors Executive, Crown Prosecutors chambers and Procurement NSW.

Key accountabilities

- Support the CFO and the P&FM Manager by leading the development and implementation of policies, procedures, systems and performance management frameworks for all procurement related activity to ensure a high level of professional practice and deliver compliant, effective and efficient procurement outcomes to the ODPP.

- Develop and implement divisional procurement plans and strategies to meet business needs, procurement compliance, enhance stakeholder engagement, to challenge and motivate providers to optimise service outcomes.
- Partner with stakeholders to develop innovative supply strategies, establish supply arrangements, assist high-level negotiations and manage contracts to deliver value for money outcomes for the ODPP. Also to provide procurement advice on tendering, tender evaluation and contract management to ensure compliance and deliver strategic procurement value.
- Lead and collaborate with procurement staff and cross-functional procurement teams to successfully deliver procurement business plans and achieve optimal outcomes from procurement activity.
- Apply the procurement governance and risk management framework to monitor compliance, manage risk and improve all ODPP procurement activity and performance.
- Deliver an improved centralised contract register system that provides an enhanced support to the ODPP and provides and ensures compliance with GIPA act responsibilities on behalf of the organisation and provides overall enhanced procurement reporting.
- Through business partnering work with relevant internal stakeholders deliver overall procurement capability uplift across the organisation. Embed further within the ODPP a greater usage of purchase orders and support the transformation of the usage of MyWorkZone (via roll out of a 'hub and spoke model' for purchase orders).
- Monitor and accurately report on procurement activities across the organisation to ensure compliance with the procurement and contract management framework.

Key challenges

- This role will require the position holder to build and maintain effective internal relationships to be able to provide strategic procurement advice to internal stakeholders to ensure value for money is delivered.
- To deliver clear, concise and up to date procurement advice to deliver both NSW Government and overall best practice procurement and contract management practices and imparting this knowledge to key internal buyers through provision of resources and ongoing training.
- Managing organisational demand and influencing business units to adopt innovative ways of structuring and delivering their operations to meet their goods and services needs more efficiently.
- Developing and implementing strategies to build organisational capability in procurement, given the complex legislative and policy environment and the great diversity of factors, including the dynamic nature of supply markets, that need to be considered in many procurement decisions.

Key relationships

Internal

Who	Why
CFO, P&FM Manager	• Provide support to the Finance and Facilities team to enable the provision of a high standard of customer care to internal customers and delivery of procurement policy and advice.
Executive, Corporate Service Managers Officers	• Provide a high standard of business partnering support, including procurement advice to address complex procurement needs, assistance with tendering processes and evaluation and contract management.
ODPP Staff	• Provide expert advice on procurement related issues and strategies, optimise engagement to achieve procurement outcomes and manage expectations and resolve issues.
Procurement & Facilities team	• Provide procurement and system advice to ensure efficient delivery of procurement services. Administer the contract register system to always ensure its accuracy.

External

Who	Why
Other Government Agencies	• To meet NSW Procurement reporting requirements • Collaborate with other stronger communities departments to ensure deliver procurement value and ensure endorsement is obtained from an accredited agency above contract threshold limits. • Work with central NSW Government agencies on whole of government contracts and scheme participation.
Vendors / Service providers and consultants	• Communicate needs, facilitate business transactions and resolve issues • Negotiate and approve contracts and service arrangements as required • Manage contracts and monitor provision of service to ensure compliance with contract terms

Role dimensions

Decision making

Resolve day-to-day issues to ensure procurement and contract management operates smoothly across the Office. Use professional judgment and appropriate experience in communicating issues to management where there is a risk that these may escalate into problems.

The Procurement Manager operates within the requirements of the Treasurer's Directions, the Government Sector Finance Act 2018, the Annual Reports Act, the Public works and Procurement Act 1912 and the Office's policies and procedures.

Reporting line

Manager, Procurement & Facilities Management

Direct reports

Nil

Budget/Expenditure

\$Nil

Key knowledge and experience

- Sound knowledge of NSW Government procurement principles and knowledge of contemporary procurement and contract management practices.
- Relevant tertiary qualification in business, procurement, commerce or a related discipline.
- Demonstrated experience in procurement and contract management within a complex organisation.
- Ability to communicate clearly and effectively in stakeholder engagement, with the ability to provide clear and practical advice.

Essential requirements

- Hold Australian or NZ citizenship, Australian Permanent Residency (for ongoing roles) or a valid visa to work in Australia (for temporary roles).
- Undertake relevant pre-employment checks such as Criminal History Check.

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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	- Be flexible and adaptable and respond quickly when situations change - Offer your opinion and raise challenging issues - Acknowledge when someone challenges your ideas and respond respectfully - Work through challenges - Remain calm and focused in challenging situations	Intermediate
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation - Clearly explain complex ideas and arguments to individuals and groups - Create opportunities for others to contribute - Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	- Focus on providing a positive customer experience - Support a customer-focused culture in your organisation - Demonstrate a thorough knowledge of the available services and share relevant information with customers - Identify and respond quickly to customer needs	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
		- Consider different customer needs and experiences when developing solutions to meet needs - Resolve complex customer issues - Cooperate across work areas to improve outcomes for customers	
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience - Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	Adept
 Business Enablers	Procurement and Contract Management Understand and use procurement processes to ensure effective purchasing and contract performance	- Ensure employees and contractors follow government and organisational procurement and contract management policies - Ensure procurement and contract management risks are considered when making contract development and management decisions - Promote effective risk management in procurement - Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes - Represent your organisation when resolving complex or sensitive disputes with providers, suppliers and contractors	Advanced

Occupation specific capability set	Behavioural indicators	Level
 Procurement	Strategic Procurement Leadership Lead the development of Procurement as a professional, strategic, value	- Influence the strategic vision and direction of the procurement function and support its effective implementation across all areas of the business - Incorporate business insights and objectives into the development of the procurement strategies

Occupation specific capability set	Behavioural indicators	Level
adding function enabling delivery of organisational business objectives and optimising procurement quality, productivity and performance outcomes	• Develop innovative procurement solutions at a project/category/ organisational level • Use a range of organisational procurement models to design structures which suit the organisational environment • Establish KPIs and reporting processes and frameworks to capture and report the benefits of the procurement function • Lead efforts to develop and harmonise procurement processes/ standards across all user groups to gain buy-in and organisational commitment • Research and seek opportunities for improvement in procurement and effectively promote and manage changes in procurement policy, processes and practice • Mentor other procurement professionals on best practice and innovative methods to deliver better outcomes and lead by example	
 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 markets • Identify a number of different supply markets from which a category can be sourced and assess the optimal approach • Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis • Apply strategic tools such as Supply Positioning, market segmentation analysis, PESTLE and Porters Five Forces to analyse supply markets • Undertake supplier/customer preferencing and effectively translate the outcomes into procurement sourcing strategies • Research and provide competitive procurement options to deal with limited supply of products and services • Review and select tools and systems solutions developed to suit the application needed	Level 3

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
 Personal Attributes	Manage Self	Be persistent, self-reflect and commit to learning	Adept
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results by using resources efficiently and committing to quality outcomes	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate

Capability group/sets	Capability name	Description	Level
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Adept
 Business Enablers	Project Management	Understand and use effective ways to plan, coordinate and control projects	Intermediate

Occupation specific capability set	Behavioural indicators	Level
	Strategic Sourcing Select suppliers of required goods and services, based on market evaluation, capability and alignment to the strategic procurement directions of the organisation	Level 2
	Commercial Negotiation Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	Level 2
	Procurement Risk Management Identify, assess and mitigate procurement risks	Level 3

Occupation specific capability set	Behavioural indicators	Level
	Supplier Relationship Management Establish constructive and innovative strategic relationships based on driving value through appropriate long term relationships	Level 3
	Contract Management Effectively manage the performance of suppliers through robust contract frameworks, successfully delivering contractual obligations	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
	Contract Law Prepare, confirm and approve concise and complete contractual documentation and protect the organisation's commercial position in areas such as liabilities, indemnities, insurances and warranties	Level 2
	Cost Management Analyse cost make up and financial information and assess financial risk within a market to inform procurement planning, control and decision making	Level 2