

Role Description

Procurement and Fleet Assistant

Cluster	Planning and Environment
Agency	Australian Museum
Division/Branch/Unit	Finance Business Partner
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 1/2
Role Number	50001288
ANZSCO Code	591211
PCAT Code	From HR
Date of Approval	August 2017
Agency Website	http://australianmuseum.net.au/

Agency overview

The Australian Museum (AM) operates within the NSW Department of Planning and Environment and was founded in 1827 as the first museum in Australia. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 18 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures & science accessible and relevant to everyone.

For more information, visit the website.

Primary purpose of the role

The purpose of this role is to assist the Museum's procurement processes and fleet management to contribute to achievement of cost savings within procurement standards, policy and procedures.

Key accountabilities

- Provide administrative services including filing, mail receipt and sorting, maintenance of registers, routine purchasing, meeting and event support, and creating and compiling documents to support effective operation.
- Collect and compile information to support the development of documentation and reports
- Respond to enquiries and routine requests for information, escalating enquiries as necessary, to ensure the provision of accurate information
- Update records and databases, complying with records management processes, to ensure information is accurate, stored correctly and accessible
- Oversee the coordination of stores area of the Australian Museum and management of stationery including procurement, secure storage and disbursement.

- Oversee leased fleet vehicles ensuring compliance with fleet policy, record keeping, maintaining fleet in good operating conditions, registration and insurance and driver safety.

Key challenges

- Delivering accurate and consistent work within a high volume environment

Key relationships

Who	Why
Internal	
Finance and procurement teams	• Sharing information, seeking advice, and coordinating work.
Australian Museum Staff	• Conversion of Purchase requisitions to Purchase orders • Booking of cars, ordering of stationery • Respond to queries where possible or redirect
External	
Customers/Suppliers/Mail delivery	• Respond to queries where possible or redirect to the appropriate

Role dimensions

Decision making

- The Procurement and Fleet Assistant consults with and seeks the approval of the Procurement Business Partner to set priorities, initiate and implement procedural changes

Reporting line

Procurement Business Partner

Direct reports

Mail Receiving Officer

Budget/Expenditure

Nil

Essential requirements

- Related field or equivalent industry experience.
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral indicators provide examples of the types of behaviors that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Foundational	• Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		- Consider customer service requirements and develop solutions to meet needs - Resolve complex customer issues and needs - Co-operate across work areas to improve outcomes for customers
Results Deliver Results	Foundational	- Complete own work tasks under guidance, within set budgets, timeframes and standards - Take the initiative to progress own work - Identify resources needed to complete allocated work tasks - Seek clarification when unsure of work tasks
Business Enablers Procurement and Contract Management	Foundational	- Comply with basic ordering, receipting and payment processes - Apply basic checking and quality control processes to activities which support procurement and contract management