

Role Description

Contracts & Procurement Advisor



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Sydney Opera House
Division/Branch/Unit	Infrastructure & Procurement
Location	Sydney CBD
Classification/Grade/Band	Grade 4 Level 1
Kind of Employment	Enterprise Agreement
ANZSCO Code	511111
PCAT Code	1112292
Role Number	Various
Date of Approval	May 2026
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is a living work of art. A place of possibility and wonder - on and off the stage. We bring people together to be uplifted, empowered and entertained.

Our ambition is to be Everyone's House; where we aim to better understand and connect with community; to be a place where everyone feels welcome; to be future ready and to lead and inspire positive change.

To make this real, we are focused on four themes that underpin our organisational values (Creativity, Courage, Inclusivity, Integrity, Collaboration and Care):

- We better understand and connect with community.
- Everyone feels welcome here.
- We are future ready.
- We lead and inspire positive change.

Further detail on strategic direction is set out in the [SOH Strategy 2024-26](#).

PURPOSE OF THE ROLE

This position is responsible for providing procurement and contract advisory support in relation to procurement planning, contract development, tender preparation and evaluation, and contract administration for goods, services and project works across the Sydney Opera House. The role is responsible for advising project managers and other stakeholders on procurement and contract matters; preparing tender and contract documentation consistent with project and organisational requirements; administering tender and contract processes; and supporting procurement governance and compliance in accordance with Sydney Opera House and NSW Government requirements.

KEY ACCOUNTABILITIES

- Provide procurement and contract advisory support to project managers, contract managers and other stakeholders across the organisation, including advice on procurement methodologies, contract models, governance requirements and contract administration matters.
- Lead and support end-to-end procurement activities for goods, services and project works, including procurement planning, tender preparation, sourcing activities, evaluation processes and contract formation.

- Prepare and maintain procurement and contract documentation, including procurement plans, tender documentation, contract conditions, evaluation documentation, approval papers, contract variations, extensions and related governance submissions.
- Coordinate tender processes through the NSW Government BuyNSW/eTendering platform, including tender administration, evaluation coordination and preparation of commercial and financial comparisons in accordance with evaluation criteria.
- Support contract managers and stakeholders in the administration and management of executed contracts, including advice on compliance with contractual obligations and maintenance of contract records and associated documentation.
- Maintain procurement and contract templates, guidance materials and standard documentation to ensure alignment with legislation, NSW Government procurement requirements and organisational best practice.
- Identify procurement and commercial risks throughout procurement processes, support procurement governance activities, and escalate issues where appropriate.
- Contribute to continuous improvement of procurement processes, systems and practices, and support uplift of procurement capability across the organisation through guidance and stakeholder support.

KEY CHALLENGES

- Prioritising competing procurement and contract workloads in a busy, dynamic environment.
- Ensuring compliant and fit-for-purpose procurement outcomes across a diverse range of goods, services and works categories.
- Providing clear and practical procurement advice to stakeholders with varying levels of procurement knowledge and experience.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Director, Infrastructure & Procurement and Commercial Manager	Escalate issues, keep informed, advise and receive instructions. Provide advice and contribute to decision making regarding procurement issues.
Head of Contracts & Procurement	To provide procurement and contract advisory support, guidance and training to stakeholders across the organisation in relation to procurement planning, sourcing, tendering and contract management activities.
SOH Managers, Project Teams, Contract Managers and other Stakeholders	To provide assistance, training and support in procurement requirements for goods and services to a range of SOH employees in all business streams.
External	
Tenderers, Suppliers and Contractors	To represent the interests of SOH as required with external business suppliers.

ROLE DIMENSIONS

Decision Making

The position operates with a degree of autonomy in managing day-to-day procurement and contract administration activities and applies professional judgement in providing procurement and contract advice across the organisation. The role is responsible for interpreting and applying established policies, procedures, legislation and procurement frameworks to support compliant and fit-for-purpose procurement outcomes. The position works collaboratively with stakeholders to guide procurement processes and escalates high-risk, sensitive or complex matters where appropriate..

Reporting Line

Head of Contracts & Procurement

Direct Reports

Nil

ESSENTIAL REQUIREMENTS

- Tertiary qualifications in Procurement, Commerce, Business, Law, Construction Management, Project Management or a related discipline, and/or equivalent experience, desirable.
- Demonstrated experience of approximately 5 years in procurement, contract management and/or contract administration roles, preferably within NSW Government or other public sector environments.
- Demonstrated experience in developing and applying tender evaluation processes using a range of criteria, including facilitating Tender Evaluation Committees.
- Strong knowledge and understanding of NSW Government procurement policies, procurement governance requirements and standard form contracts.
- Demonstrated ability to provide procurement and contract advice to diverse stakeholders and support business units through procurement processes.
- High level written communication skills to prepare and edit procurement documentation, reports, contracts, briefing papers and submissions.
- High level attention to detail to ensure accuracy and appropriateness of documentation produced.
- Experience in records and document management systems.
- High level interpersonal, consultation and negotiation skills.
- Advanced skills in Microsoft Office including Word and Excel.

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	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Advanced
	Project Management	Adept

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours 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	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Acknowledge when someone challenges your ideas, seek to understand why and respond appropriately • Raise and work through challenging issues and seek alternatives • Respond professionally when under pressure and in challenging situations
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Respond professionally when under pressure and in challenging situations • Report misconduct and inappropriate behaviour • Report and manage conflicts of interest and encourage others to do so
Relationships Communicate Effectively	Adept	• 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
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 • 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	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Business Enablers Procurement and Contract Management		• Use financial and other resources responsibly
		• 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
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects