



Candidate Information Pack

National Disability Insurance Agency
Branch Manager Procurement & Property
December 2020

Contents

Advertisement.....	3
About NDIS.....	4
NDIA Purpose and Aspirations.....	4
NDIA Growth and Participant Outcomes.....	6
NDIA's Values, Capabilities & Behaviours	7
Position Description.....	8
The Application and Selection Process.....	14



Branch Manager Procurement & Property

- Deliver NDIA's world first vision
- Complex portfolio including property, shared services & records management
- Located in Geelong, Melbourne or Canberra (SES Band 1)

The National Disability Insurance Scheme (the Scheme) is a world-first social reform. It is a fundamental shift in the way Australians with a significant and permanent disability access support to achieve their life goals and outcomes. For many Australians, it will be the first time they receive the disability support they need.

The National Disability Insurance Agency (NDIA) is responsible for the delivery of the Scheme for participants and building a sustainable NDIS that genuinely connects and engages the community and stakeholders. With more than 410,000 participants (estimated to grow to approximately 500,000 over the coming years) and management of \$22 billion in funding each year, this an extraordinary opportunity to make a difference in the lives of people with a disability, their families and carers.

As the Branch Manager Procurement & Property Services you will be accountable to plan, lead and deliver highly complex procurement and property functions, outcomes, projects and work programs that have strategic and operational significance to the NDIA. This a strategic role that develops long term strategies and drives the implementation of programs of work to achieve NDIA's mission.

We are seeking an outstanding leader with knowledge of large-scale procurement in a public sector context. Your key objectives include the delivery of a highly complex property plan and managing the relationships and performance of shared services providers including Services Australia.

You will be joining an executive team focused on streamlining, removing obstacles and innovating so that NDIA can move quickly to achieve its purpose. If your performance profile features accountability, efficient decision making and execution, leading change and building organisational capability, even when there is ambiguity, you will thrive in today's NDIA.

NDIA welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds. The NDIA will provide reasonable adjustments for qualified individuals with disabilities.

To apply and for more information please go to www.derwentsearch.com.au and search NDIA to download the Candidate Information Pack. Your application should include a cover letter highlighting your suitability and a resume. Derwent may also be contacted at NDIA@derwentsearch.com.au for enquiries and support.

Application closing date: Monday, 21st December 2020.

About NDIS

The National Disability Insurance Scheme (NDIS or the Scheme) is a fundamental shift in the way Australians with a significant and permanent disability access supports. The Scheme continues to focus on providing all eligible Australians who enter the Scheme under the age of 65 years, and who have a permanent and significant disability, with the reasonable and necessary supports they need.

The Scheme provides specialist disability supports that complement mainstream services provided by the Australian Government and state and territory governments. It is founded on insurance principles, making evidence-based decisions on individuals' access to the Scheme.

This insurance approach is underpinned by four key principles:

1. Develop actuarial estimates of the reasonable and necessary support needs of participants
2. Focus on lifetime value for Scheme participants
3. Invest in research and encourage innovation
4. Support the development of community capability and social capital.

With this new market-based approach, participants work closely with Local Area Coordinators (LAC) or Early Childhood Early Intervention (ECEI) providers to help develop a plan that focuses on their individual goals. Participants can choose their providers, rather than having providers selected for them.

The Scheme forms an important part of the Australian Government's National Disability Strategy 2010–2020, a 10-year policy framework for improving the lives of Australians with disability, their families and carers. The current and future strategy is the cornerstone of Australia's implementation of the United Nations Convention on the Rights of Persons with Disabilities, enabling people with disability to participate in all areas of Australian life and fulfil their potential as equal citizens.

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability.

NDIA Purpose and Aspirations

The purpose of the National Disability Insurance Agency (NDIA) is to increase the ability of individuals with a significant and permanent disability (participants) to be more independent, and engage more socially and economically, at the same time as delivering a financially sustainable Scheme that inspires community and stakeholder confidence.

Drawing on the Council of Australian Governments (COAG) Disability Reform Council (DRC) expectations, the NDIA's purpose is supported by five aspirations, as outlined in the [NDIA Corporate Plan 2020 - 2024](#).

The five aspirations are:

1. A quality experience and outcomes for participants
2. A competitive market with innovative supports
3. A connected and engaged stakeholder sector
4. A financially sustainable Scheme
5. A high-performing NDIA.

The COAG DRC's expectations for participant and community outcomes, supporting market development, and safeguarding the sustainability of the NDIS are reflected in Aspirations 1, 2 and 3. The expectations for developing a high-performing NDIA, building and maintaining stakeholder confidence, and identifying risks early and managing risks well are reflected in Aspiration 4.

How does the NDIS support people with a Disability

The National Disability Insurance Scheme (NDIS or the Scheme) is a fundamental shift in the way Australians with a significant and permanent disability access support.

The NDIS funds a range of support and services which may include education, employment, social participation, independence, living arrangements and health and wellbeing.

The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

Every NDIS participant has an individual plan that lists their goals and the funding they have received. NDIS participants use their funding to purchase supports and services that will help them achieve their goals.

The types of support that the NDIS may fund for participants include:

- daily personal activities
- transport to enable participation in community, social, economic and daily life activities
- workplace help to allow a participant to successfully get or keep employment in the open or supported labour market
- therapeutic supports including behaviour support
- help with household tasks to allow the participant to maintain their home environment
- help to a participant by skilled personnel in aids or equipment assessment, set up and training
- home modification design and construction
- mobility equipment, and
- vehicle modifications.

Additional information

For additional information, please go to:

- www.ndis.gov.au
- [Annual Report](#)
- [Corporate Plan](#)

NDIS Growth

117,307

participants received an approved plan in 2018–19. Of those:

60,771

were previously supported by state and territory disability programs

11,801

were previously supported by Commonwealth disability programs

44,735

received disability supports for the first time

8.4%

of total Scheme participants identify as Culturally and Linguistically Diverse, compared to 7.5% last year

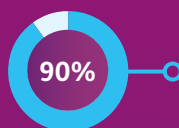
62%

increase in the number of participants from last year

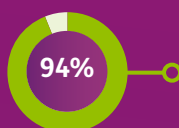
298,816

eligible Australians with a permanent and significant disability have benefited from the Scheme, as at 30 June 2019

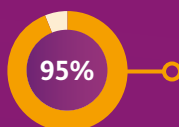
Participant Outcomes



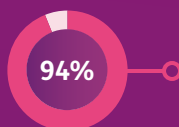
of participants rated their **overall satisfaction** with the NDIS planning process as either good or very good



of participants said their **planner listened to them** and **94%** of participants said they had **enough time to tell their story**



of participants said their **planning meeting** had gone well



of parents and carers of children aged 0 years to before starting school, thought the NDIS **improved their child's development**

Participants in the Scheme for two years show significantly improved outcomes. These include:



9% increase in independence for children aged 7 to 14 years



7% increase in assistance with daily living for participants



7% increase in choice and control for participants aged 25 years and over



11% increase in accessing community and social activities for participants aged 15 and over

Applying our values

We are a values-driven organisation and recognise the importance of a values-based culture in delivering a world-leading Scheme. We developed our values in conjunction with our staff and partners. They reflect our passion and commitment to making a difference for people with disability.



We value people

We put participants at the heart of everything we do.



We grow together

We work together to deliver quality outcomes.



We aim higher

We are resilient and always have the courage to do better.



We take care

We own what we do and we do the right thing.

Who benefits?

Delivering on our purpose will benefit participants, their families, carers, providers, the disability sector, community, the Australian Government and state and territory governments, together with the broader Australian community.

- › **Scheme participants** will choose the supports they need to lead their daily life and improve their social and economic engagement. As consumers in a competitive, innovative marketplace, they will benefit from a range of high-quality services. As citizens, they will be empowered to optimise their independence and community involvement.
- › **All people with disability** will gain a greater awareness of the mainstream and community services available to them through our promotion of the services other organisations supply, as well as by facilitating research and innovation in the disability sector.
- › **Families and carers** will benefit from the flow-on effects of having people with disability in their lives, enjoying greater wellbeing, and social and economic participation.
- › **Providers** will benefit from increased demand for disability care and support services created by the Scheme in the new disability support services marketplace. The market-based approach of the Scheme represents a major shift from the way services have traditionally been funded and delivered.
- › **Community members** will have peace of mind that the Scheme will be here to help them if they need it. The Scheme will increase inclusion and community participation by people with disability and build a better, more inclusive community across Australia, reflecting the diversity of all Australians.
- › **The economy** will benefit from the Scheme's emphasis on early investment and intervention reducing the total future cost of disability for Australia. Other anticipated long-term economic benefits include improved employment outcomes for people with disability and their families, and a reduced demand on the health system.

Position Description

Position Details

The NDIA welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander peoples, and people with diverse cultural and linguistic backgrounds.

Position Name	Branch Manager Procurement & Property
APS Classification	SES Band 1
Group	Corporate Services & CFO
Branch	Procurement & Property
Reports to	Deputy CEO Corporate Services & CFO
Location	Various
Tenure	Ongoing/Non-ongoing
Security Classification	Negative Vetting Level 1

Position Description

The Branch Manager Procurement & Property is an APS SES Band 1 classification. It is accountable to plan, lead and deliver highly complex corporate services functions, outcomes, projects and work programs that have strategic and operational significance to the National Disability Insurance Agency (NDIA).

The Branch Manager Procurement & Property is a functional leadership position within the NDIA and has defined independence to make decisions within their areas of accountability. It will lead and contribute to the strategic planning of the NDIA's corporate services functions and will set strategic direction, develop long-term plans and implement operational strategies aimed at achieving the NDIA's mission to *'build and manage a world leading National Disability Insurance Scheme (NDIS) for all Australians'*.

The primary responsibilities of this position include:

- establishing, implementing and managing the NDIA's procurement functions including providing expertise and support for procurement >\$80k, procurement policy, processes, templates, reporting and compliance that ensures the NDIA complies with legislation, policy and relevant documented information;
- planning, managing and implementing the NDIA property and facilities requirements;
- managing the expectations and relationships with corporate shared services providers to ensure delivery of services to agreed standards within agreed budget and timelines;
- providing leadership, direction and operational leadership for:
 - procurement, and contract management across the NDIA;
 - NDIA's shared services arrangements with Shared Services Australia; and
 - NDIA's information and records management functions;
 - delivery of the highly complex property plan in line with agency & government expectations;
 - records management.

- participating on the NDIA strategic sourcing committee; providing documentation at the planning stage and working with Divisions to assist them to present procurement requests to the committee;

The Branch Manager Procurement & Property position provides an important leadership role within the NDIA. It is responsible to provide the leadership, control, planning, resource management, performance management and decisions for the Team Leadership, Team Membership and assigned contractors working within the Procurement & Property Branch.

Relevant Duties

1. Leadership (Knowledge)

- Acquire, maintain and apply an extensive understanding of the Commonwealth Procurement Rules (CPRs) as issued by the Minister for Finance (Finance Minister) under section 105B(1) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).
- Develop and provide expert advice for complex and large-scale procurement and contract management requests, including the identification, analysis and treatment of risks.
- Acquire and maintain a comprehensive understanding of the 'Shared-Service' arrangements with Shared Services Australia; providing expert advice that is regarded as the NDIA's authoritative source on the deliverables, services, quality, timeframes and other requirements documented to be delivered by the 'Shared-Service' arrangements.
- Acquire, maintain and apply a comprehensive understanding and subject matter expertise to provide expert advice and direction to deliver and implement the NDIA's property and 'Shared Services' arrangements.
- Apply an extensive understanding of the financial and reporting requirements within the NDIA's capital and operating expenditure budget to provide advice or when delivering property and facilities projects.
- Acquire and apply a comprehensive understanding of State and Territory legislative, regulatory and other relevant industry requirements to provide the NDIA State Managers with expert advice and support for property, facilities, lease approvals, renewal plans and property footprints.
- Share knowledge and expertise with the 'Partners in the Community' to assist them to understand the requirements and restrictions when expending grant monies on facilities and property to deliver their outcomes.

2. Leadership (Accountability)

- Accountable for the strategic and operational leadership, management and direction for procurement and contract management across the NDIA; ensuring that timely, high quality advice and appropriate support, compliant with the requirements of legislation, policy and relevant documented information is available and provided for procurement, contract management and grant issues.
- Accountable to develop six monthly reports (Senate Orders) on NDIA procurements, contracts, lease grants, sale of goods, services and disposals valued at \$100,000 or greater.
- Accountable to plan, lead and manage the 'Shared-Service' arrangements with Shared Services Australia; providing expert advice on the deliverables, services, quality, timeframes and other documented requirements to be delivered by the 'Shared-Service' arrangements.

- Accountable to plan, lead and manage the record management functions of the NDIA; ensuring implementation of the requirements of the *Archives Act 1983* and the NDIA's *Records Authority 2017/00015859*; actioning and correcting variances to ensure the NDIA's compliance for the keeping or destroying records for the core business areas of:
 - Disability Insurance and Performance (Actuary);
 - Reviews, Complaints and Feedback;
 - Working with People with Disabilities; and
 - Working with Providers.
- Accountable for the functional leadership of the Procurement & Property Branch, including the management responsibility for the allocated, human, financial and physical resources, performance management, conflict resolution, identification of capacity, capability and training requirements of the Branch.
- Responsible to plan, lead and manage the procurement, shared services and records management functions within the NDIA, negotiating and allocating resources between competing priorities, forecasting resource requirements, creating plans, establishing appropriate progress reviews and defined performance measures.
- Accountable for the provision of expert and operational advice that ensures effective decision-making and compliance by the NDIA for:
 - planning, management and implementation of the NDIA's property and facilities requirements
- Accountable to direct expectations, correct variances and manage relationships with corporate shared services providers to ensure the delivery of services including property and fleet to agreed standards within agreed budget and timelines.
- Accountable to develop, implement and maintain the NDIA property strategy and take action to ensure fit-for-purpose and accessible properties are delivered and are in line with the full NDIS implementation schedule.

3. Diversity and Span

- Work across all areas of the NDIA to provide a high-level of operational direction, procedural advice, subject matter expertise, compliance and risk management advice for:
 - procurement, and contract management including direct source and limited tender procurements;
 - shared services arrangements with the Shared Services Australia; and
 - NDIA's records management functions.
- Represent the NDIA; working with the National Australian Archives and other government agencies to implement the *Digital Continuity Policy 2020* for records management.
- Working across the NDIA provide training, mentoring and coaching services for procurement, contract management and records management.
- Develop, negotiate and manage the Procurement & Property Branch's operational budget, monitoring and reporting expenditure, correcting variances and ensuring Branch compliance with Commonwealth procurement policies and procedures.
- Responsible to plan, lead and manage the NDIA's property and shared services functions, negotiating and allocating resources between competing priorities, forecasting resource

requirements, creating plans, establishing appropriate progress reviews and performance measures.

4. Stakeholder Management

- Build and sustain effective communication pathways with stakeholders to provide advice, clarification and support to apply the legislative, policy and operational procedures for procurement and contract management functions and activities.
- Establish, manage and maintain good working relationships across all leadership levels of the NDIA to ensure that underlying issues relating to procurement, contracts, shared-services and records management that result in non-compliance are understood and that the processes to correct, prevent and improve performance are identified and actioned.
- Communicate and engage with internal and external stakeholder on 'shared-services issues or changes that may impact on the delivery of the NDIS; managing stakeholder expectations and putting into place strategies ensuring that resolution is achieved with minimal disruption to the delivery of NDIA outcomes.
- Set the standard and expectations for the development and delivery of technical advice that provides clear and concise interpretation on the operational and administration requirements of the NDIA's records management functions.
- Engage with NDIA functional areas and deliver training, mentoring and coaching on the technical requirements of procurement, contract management and records management to increase the capabilities of the functional areas to deliver consistent, best practice and sustainable outcomes.
- Establish and maintain effective working relationships with internal and external stakeholders to ensure a coordinated approach for the delivery of NDIA property and shared service functions.
- Build, maintain and represent the NDIA's relationship with external service providers and their representatives to ensure the successful delivery of shared services within agreed budget and timeline requirements.
- Representing the Agency in high level discussions and negotiations with key stakeholders, including external organisations to share information, explain expectations and influence outcomes.

5. Job Context and Environment

- Accountability for establishing, implementing and the ongoing monitoring and management of procurement and contract management policy, processes, templates, reporting and compliance that ensures the NDIA complies with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and the Commonwealth Procurement Rules (CPRs).
- Provide oversight, direction and strategic leadership for shared-services arrangements with the Shared Services Australia.
- Provide oversight, direction and operational leadership for the NDIA's records management functions ensuring compliance with the NDIA's *Records Authority 2017/00015859* and implementation of the National Archives of Australia *Digital Continuity Policy 2020*.
- Engage directly with service providers for capital fit out and leasing, providing expert advice to define business requirements and KPI's for outsourced corporate shared services.
- Conduct market search for property, issue instructions, prepare executable lease, and approve property agreements.

- Ensure outsourced property providers stay within budget.
- Ensure compliance of corporate shared service arrangements with NDIA operational policy and relevant legislation and contractual arrangements.
- Prepare longer term full scheme property plans for consideration; forecasting what the agency looks like in 3 years; estimating where NDIS participants are going to be located and what the property requirements may be; that ensure the NDIA will have the facilities in the right places, are the right size and that the NDIA enters into good commercial deals.

6. Judgement and Independence

- Research, identify and apply a high-level of judgement to evaluate and select the best option from a range of potential solutions to progress a way forward to resolve and improve:
 - procurement and contracts requiring specific outcomes;
 - shared-service deliverables; and
 - records management.
- Operate with a significant amount of independence to decide on the level of advice and support required to be delivered across the functional areas of the NDIA.
- Interpret and apply the requirements of complex legislation, frameworks and standards; making the decision or providing recommendations that commit to an action.
- Interpret and apply complex property and shared service frameworks and standards, weighing alternative solutions against important decision criteria; making recommendations that commit the NDIA to a course of action.
- Apply a high-level of judgement to evaluate and recommend the best option from a range of potential and specific solutions to resolve variances to the required delivery of property and shared service outcomes.
- Make decisions on the procurement of shared services to meet NDIA outcomes.

Remuneration

A Total Remuneration Package (TRP), commensurate with the responsibilities of the position, will be negotiated with the successful candidate. The TRP may comprise of:

- Base salary
- Superannuation
- Executive vehicle allowance
- Official parking at main place of work

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)
- Salary Packaging

Security/Eligibility

This position requires (or the ability to obtain) a Negative Vetting Level 1 security clearance.

Work Level Standards

The SES provides leadership at both agency and whole of Australian Public Service (APS) levels. All SES must demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. Similarly, the SES represents the APS and government externally to stakeholders. All SES roles are characterised by a high level of accountability for outcomes. The Integrated Leadership System (ILS) identifies the skills and behaviours required at each of the three SES levels. The Standards for SES Band 1 can be found at <https://www.apsc.gov.au/work-level-standards-ses-band-1>.

The Application and Selection Process

The NDIA welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander peoples, and people with diverse cultural and linguistic backgrounds.

Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law.

Candidates with a Disability

The NDIA aims to be an employer that ensures people with disability are able to access secure and sustainable employment opportunities and are respected for their skills and capabilities. Through the Disability Strategy and Action Plan, the Agency has committed to supporting the employment and career development of people with disability. NDIA supports all NDIA employees with disability by being a Gold Member of the [Australian Network on Disability \(AND\)](#). See further - : [Disability Strategy and Action Plan 2018-20 \(PDF 4.57MB\)](#) [Easy Read Disability Strategy and Action Plan 2018-20 \(PDF 763KB\)](#)

Disability Confident Recruiter

Through NDIA's partnership with Australian Network on Disability (AND) the NDIA are now an accredited [Disability Confident Recruiter](#), and in doing so, the NDIA confidently recruit talent from diverse groups, including people with disability. The NDIA will make appropriate adjustments to the recruitment process for all candidates and provide an excellent candidate experience to all applicants.

RecruitAbility Scheme

The NDIA's participation in the APS RecruitAbility scheme means we will progress an applicant with disability to an advanced stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position. You will need to identify that you wish to opt into the RecruitAbility scheme in your application. Simply declaring that you have a disability will not automatically include you in the scheme. Details about the RecruitAbility scheme can be found on the [Australian Public Service Commission Recruitability page](#).

Reasonable adjustments

We will provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please contact NDIA@derwentsearch.com.au to advise Derwent at any stage of any adjustments you may require. This may include access an interpreter or reader, provision of information in different formats or changes to the assessment process. We are happy to discuss what is available with or you can note these on your application.

Candidate Care

The NDIA and Derwent are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

COVID-19

We understand there are unique and significant challenges due to the COVID 19. In this dynamic environment Derwent and the NDIA are responding to changes to ensure the safety and equity for all applicants and the NDIA team. Currently, all interviews will be held via video conference (across a range of platforms to accommodate personal requirements) and any in person meetings will be subject to relevant guidance of the National Chief Medical Officer or current state based guidance. We are happy to discuss these in greater detail with potential candidates and ensure that we are protecting the health and safety of our candidates. We are also happy to make adjustments to the process that are necessary to ensure inclusion and accessibility.

Applications

Requirements

All applications are to be received by Derwent. To apply, please go to www.derwentsearch.com.au and search for NDIS. Your application should include:

- Your resume
- A cover letter of no more than 2 pages including the following:
 - Your location preference(s)
 - A summary of your most relevant leadership experience and the related outcomes you were accountable for delivering
 - Details of 2 referees who may be contacted after requesting your permission.

Closing date: **Monday 21st December 2020.**

Information and Inquiries

Please contact the Derwent team by email NDIA@derwentsearch.com.au with any questions or requests for information. We will respond by phone call and/or email to ensure you have what you need. Derwent will maintain confidentiality for inquiries and questions from potential applicants.

Selection Process

Derwent will conduct an initial assessment of all applications to support the NDIA, select a short list of candidates to be invited to attend an interview with the selection panel (currently by video conference). Candidates may also be required to complete additional assessments such as personality profiles and cognitive assessments. At least two references, including one from a recent manager, will be taken before an offer of employment.

Pre-employment verification and background checks

This position requires (or the ability to obtain) a Negative Vetting Level 1 security clearance. An offer of employment will be conditional on the following checks being completed to satisfaction:

- Academic Qualification Check
- Professional Membership Check
- Criminal History Check
- Employment History Check.

Thank you for your interest in the NDIA.