



Australian Government

PSPPCM018 Conduct demand and procurement spend analysis

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC513 Conduct demand and procurement spend analysis. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage demand and procurement spend within an organisation.

This unit applies to those working in roles involving procurement of goods or services essential to the operation of their organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with management responsibilities, while performing complex tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Collect and analyse demand and procurement spend data	1.1 Identify and analyse demand patterns (organisational consumption), using a range of data sources and using appropriate breakdowns such as by category, region or time period. 1.2 Identify and analyse procurement spend data, using a range of data sources and using appropriate breakdowns, including by category, region or time period. 1.3 Establish and analyse the relationship between demand, consumption and procurement spend and assess business complexity of the buying organisation based on this analysis. 1.4 Develop product usage profiles and organisational spend profiles. 1.5 Establish causal links for demand and spend patterns through engagement with internal stakeholders and analysis of data. 1.6 Map and analyse processes involved across the whole procurement life cycle to identify potential for efficiencies and improved data gathering. 1.7 Review organisational policies and processes for procurement, asset management and budget, assess the impact of these on demand and/or spend and make recommendations to improve management of demand.
2. Develop and implement demand/spend management strategy	2.1 Develop and implement effective communication strategies to engage internal stakeholders, external and market stakeholders. 2.2 Develop and implement outcome based demand and/or spend management processes across the procurement life cycle. 2.3 Identify and use appropriate systems to support procurement and financial processes. 2.4 Develop and implement processes to control and manage the demand for particular goods and services according to influencing factors. 2.5 Identify staff skills and training and development opportunities related to demand and/or procurement spend management and incorporate these into professional development plans. 2.6 Develop outcome based, transparent and manageable performance metrics to ensure best practice is achieved, whilst satisfying organisational needs.
3. Manage demand/spend risks and opportunities	3.1 Review and analyse the market profile, including opportunities to influence or develop the market. 3.2 Identify and assess market dynamics including market cycles, product life cycles and growth and/or decline. 3.3 Assess realistically the desirability and practicality of ongoing market development and undertake market development activities where these are appropriate.

	3.4 Identify and consider opportunities and risks associated with managing demand and procurement spend.
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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC513 Conduct demand and procurement spend analysis.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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