

Nicolle M Burt

Senior Advisor



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🎓 Master of Politics & Public Policy

🎓 Bachelor of Arts

🎓 Advanced Diploma Procurement & Contracting

🎓 Advanced Diploma (Hospitality) Management

📍 Canberra , ACT

🔒 Baseline (Protected)

🎓 Diploma of Project Management

🎓 Certificate IV, Training and Assessment

🎓 Certificate IV Frontline Management

Profile

Nicolle is an accomplished and integrity-driven professional offering more than 30 years of strong public and private sector experience. Nicolle has a demonstrated track record of cooperation, achievement and enormous success in procurement, contracting, project management, service delivery, small business management, policy development and implementation, hospitality management and commercial business operations. She has excellent leadership, organisational and interpersonal skills with the ability to manage complex tasks in order to meet project goals. Nicolle is a personable and versatile individual who has the capacity to build enduring professional relationships with a track record of managing a diverse range of stakeholders across several areas. Nicolle is an Indigenous Australian, descended from the Wiradjuri people from western NSW.

Experience

Development of procurement templates including Request for Quotation, evaluation plan and report templates for low risk acquisitions.

- Devised new procurement framework and templates for under \$80k (later adapted by Finance for WoAG use)
- Devised the procurement wheel concept
- Developed all stage procurement and contract management related guidance materials.

Project examples are:

- Department of Communications – development of a new procurement framework and online portal
- Australian Bureau of Statistics – upgrade to AAI procurement guidelines

Review established procurement and contract management frameworks against other best practice frameworks to assess alignment and any opportunities for enhancement.

- Provided strategic advice and subject matter expertise on the development of contract management framework
- Provided Probity Sign off and auditing services for several procurement activities against ANAO and agency AAI
- Reviewed, developed and introduced new procurement guidance materials to align with the revised CEIs/AIAs

Project examples are:

- Australian Border Force - Small Vessels Contract Management Plan (based on ANAO Best Practice Guidance).
- Clean Energy Regulator - Procurement Probity Advise and Auditor
- ABS – development of new procurement framework

Development and delivery of both training packages and information workshops and seminars to raise commercial capability.

- Delivered F2F training and subject matter expertise as an instructional designer for new accredited course content
- Facilitated workshops, seminars and training

Project examples are:

- CIT Solutions – Trainer Cert IV Gov (Project Mgt); Instructional designer new Dip Gov (Project Mgt) and for APS Indigenous Apprentices
- Department of Communications – training for employees on the new online procurement framework