|  |  |
| --- | --- |
| **Cluster/Agency** | Industry, Skills & Regional Development |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | Rural Assistance Authority |
| **Location** | Orange |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **Kind of Employment** | Ongoing |
| **Role Number** |  |
| **ANZSCO Code** | 132211 |
| **PCAT Code** | 1113292 |
| **Date of Approval** | 22 March 2016 |
| **Agency Website** | www.industry.nsw.gov.au |

# 

# Agency overview

The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) leads the state government’s contribution to making NSW:

* A fertile place to invest and to produce goods and services, and thereby
* Create jobs and opportunities for our citizens

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

* Skill formation and development to match industry demand
* Partnering with stakeholders in stewardship and sustainable use of the state’s natural resources; and
* Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry’s needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

* Growth in quantity of employment and the value of output; and the
* Competitiveness and sustainability of industries in NSW.

NSW Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, the Rural Assistance Authority provides financial assistance to primary producers and small business operators in regional NSW through programs that encourage self-reliance and adaptation to change.

# Primary purpose of the role

The role leads a team that is responsible for financial performance using tools and systems that support the delivery of the Authority’s loans, grants and other funding programs.

# Key accountabilities

* Embed and maintain effective business systems and reporting tools for the Authority that withstand expert internal and external scrutiny for all operations
* Manage the effective delivery of finance and accounting functions, financial systems and reporting requirements of the Authority using appropriate practices and tools; and provide comprehensive financial advice to the Director, CEO and Authority members that meet statutory requirements
* Develop and embed a comprehensive, integrated enquiries, records management and information repository system leveraging off existing systems and architecture
* Manage account processing and procurements according to program schedules and guidelines
* Manage the Authority’s staff establishment and personnel services to meet peak work load demands
* Mitigate the Authority’s risk profile by implementing tools and practices to manage fraud and business systems failure
* Manage and support the Authority’s audit and risk committee and implement committee decisions
* Lead the development and ongoing management of the team business plans and budget and effectively lead and manage the team, including managing performance, and motivating and developing staff

# Key challenges

* Implementing new business practices and tools that comply with NSW Public Finance & Audit Act and NSW Treasury directions
* Developing, coordinating and implementing effective and innovative business processes to drive continuous improvement in financial and business systems.
* Maintaining knowledge of contemporary best practice in financial administration

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director, RAA CEO | * Advise on financial performance and indicators |
| RAA Board and Committees | * Advise on financial performance and indicators |
| Other DPI and Department of Industry Divisions | * Build relationships with internal clients to provide guidance about project/program performance * Financial system usage and reporting * Assist recovery operations for natural disasters |
| Team | * Inspire, guide, support and motivate the team, provide direction and manage performance * Review the work and proposals of team members * Encourage teams to work collaboratively to contribute to achieving business outcomes |
| **External** |  |
| Auditors | * Mitigate and manage risk |
| Clients and stakeholder groups | * Promote and publicise RAA programs |
| State and Commonwealth agencies | * Build relationships and facilitate identification of opportunities for new assistance programs * Negotiate contractual arrangements to deliver programs * Manage and prepare reports on program delivery status |
| NSW Treasury and Department of Premier and Cabinet | * Advise on financial performance and indicators |
| Department of Justice | * Assist recovery operations for natural disasters |

# Role dimensions

## Decision making

* Ensures all financial statements and documents, ministerial correspondence, are completed within required timeframes and to a high standard.
* Human, financial and physical resources under the control of the Manager can be re-allocated without referral within the Unit.
* Plans, leads and organises the work of teams and manages resources through appropriate procurement processes.
* Refers to the Director only those decisions that are contentious or that require a higher delegation or approval.

## Reporting line

Director, RAA

## Direct reports

TBA

## Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable financial delegation

# Essential requirements

* Degree qualification in accountancy or finance and eligibility for professional membership of a recognized accounting body ie Chartered Accountant, Certified Practicing Accountant or National Institute of Accountants
* Experience in management accounting and financial practices, systems and controls for lending institutions

# 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](file:///\\DNS-323\Volume_1\Clients\2014\Folk\PSC\v16_12March2014\www.psc.nsw.gov.au\capabilityframework)

This role also utilises an Occupation Specific Capability Set for Finance Professionals. The Occupation Specific Capability Sets are available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets>

## 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** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Advanced** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Adept |
| **Commit to Customer Service** | **Advanced** |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Advanced** |
|  | Deliver Results | Adept |
| Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| **Demonstrate Accountability** | **Advanced** |
|  | **Finance** | **Advanced** |
| Technology | Intermediate |
| Procurement and Contract Management | Adept |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Advanced** |
| Inspire Direction and Purpose | Adept |
| Optimise Business Outcomes | Adept |
| Manage Reform and Change | Adept |

| Occupation / profession specific capabilities | | |
| --- | --- | --- |
| **Capability Set** | **Category and Sub-category** | **Level** |
| NSW Public Sector Capability Framework and The Finance Professionals Capability Set diagram | **Financial Accounting & Statutory Reporting** | **Level 4** |
|  |  |

## 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**  Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in others  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Ensure that others have a working understanding of the legislation and policy framework within which they operate  Monitor ethical practices, standards and systems, and reinforce them in others  Act on reported breaches of rules, policies and guidelines |
| **Relationships**  Commit to Customer Service | Advanced | Promote a culture of quality customer service in the organisation  Initiate and develop partnerships with customers to define and evaluate service performance outcomes  Promote and manage alliances within the organisation and across the public, private and community sectors  Liaise with senior stakeholders on key issues and provide expert and influential advice  Identify and incorporate the interests and needs of customers in business process design  Ensure that the organisation's systems, processes, policies and programs respond to customer needs |
| **Relationships**  Influence and Negotiate | Advanced | Influence others with a fair and considered approach and present persuasive counter-arguments  Work towards mutually beneficial win/win outcomes  Show sensitivity and understanding in resolving acute and complex conflicts  Identify key stakeholders and gain their support in advance  Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise  Pre-empt and minimise conflict within the organisation and with external stakeholders |
| **Results**  Demonstrate Accountability | Advanced | Design and develop systems to establish and measure accountabilities  Ensure accountabilities are exercised in line with government and business goals  Exercise due diligence to ensure work health and safety risks are addressed  Oversee quality assurance practices  Model the highest standards of financial probity, demonstrating respect for public monies and other resources  Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks  Incorporate sound risk management principles and strategies into business planning |
| **Business Enablers**  Finance | Advanced | Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management  Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound  Assess relative cost benefits of direct provision or purchase of services  Understand and promote the role of sound financial management and its impact on organisational effectiveness  Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement  Respond to financial and risk management audit outcomes, addressing areas of non-compliance |
| **Business Enablers**  Project Management | Adept | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts' knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals |
| **People Management**  Manage and Develop People | Advanced | Refine roles and responsibilities over time to achieve better business outcomes  Recognise talent, develop team capability and undertake succession planning  Coach and mentor staff and encourage professional development and continuous learning  Provide timely, constructive and objective feedback to staff  Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way  Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives |

| Occupation / profession specific capabilities (Finance Professionals) | | |
| --- | --- | --- |
| **Category,  Sub-category** | **Level and Code** | **Skill and Level Description** |
| Financial Accounting & Statutory Reporting | Level 4 | * Provide expert technical interpretation of legislation, accounting policies and standards and develop organisation specific policies * Monitor and anticipate the impact of NSW Treasury Policy, Audit Office guidelines and AASB standards and guidance on the organisation and direct appropriate action * Approve financial (including cash management and forecasting) reports, briefs and proposals relating to the organisation’s financial position * Communicate financial results that are compliant with NSW Treasury policies and external regulatory requirements and which are easily interpreted by stakeholders * Provide strategic financial accounting advice and commentary to business leadership so that strategic business planning processes and the consideration of new business initiatives are fully informed on financial/accounting implications |