Role Description
Administration and Finance Officer

Agency	Office of Sport
Division/Branch/Unit	Regional Delivery Group
Location	Sydney Academy of Sport
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	531111
Role Number	50019625
PCAT Code	1117391
Date of Approval	October 2021
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of s*port and active recreation creating healthier people, connecting communities and making a stronger NSW*, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Administration and Finance Officer provides a range of customer service, administrative and finance services to support the operational needs of the Centre. The role provides administrative and financial support for key Centre staff and supervises the Program and Project Support Officer.

Key accountabilities

- Provide a range of customer service and administrative and support services, including records management, fleet management, to support the effective operation of the team
- Collect and compile information for, and prepare documentation and correspondence in line with quality and organisational requirements, to support information flow and inform decision making
- Respond to customer enquiries and escalate or redirect issues as required, to ensure the provision of accurate information
- Support Centre teams by competing routine financial transactions and purchasing services, ensuring compliance with agency standards and procedures
- Maintain records and databases to comply with administrative systems and processes, to ensure that all information is accurate, stored correctly and accessible
- Assist with casual payroll and recruitment process as required
- Plan, coordinate and supervise the work of the Program and Project Support Officer.

Key challenges

- Meeting deadlines for reporting and processing of financial, purchasing and human resources related activities.
- Establishing and maintaining partnerships and working relationships with other functional work teams at the Centre and with key stakeholders and facility users.

Key relationships

Who	Why
Internal	
Operations Manager	• Provide high level advice regarding administration processes, compile financial information and statistics to assist with budget management and development • Provide financial transactional support
Business Development Manager	• Provide information and compilation of financial information to help inform and support effective decision making
Facilities Coordinator, Program Coordinator and Catering Coordinator	• Provide financial transactional support • Provide information and compilation of financial information to help inform and support effective decision making
Program and Project Support Officer	• Plan and supervise work
Other Centre staff	• Coordination of service delivery information event service delivery
Operations Unit and other internal functional units	• Seek advice and guidance to ensure regulatory requirements and internal police frameworks are implemented
External	
Customer and user groups	• Liaison and customer service

Role dimensions

Decision making

The Administration Coordinator supports the business needs of the Centre and is required to make decisions on prioritising own and Program and Project Support Officer workload and determining the time criticality of issues for action.

Decisions on matters outside the Administration Coordinator's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Operations Manager

Reporting line

Operations Manager

Direct reports

Program and Project Support Officer

Budget/Expenditure

Financial Delegation up to $15,000

Essential requirements

National Criminal Records Check

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

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 Manage Self	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
People Management Manage and Develop People	Foundational	• Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice