

Role Description

Director, Commercial Transactions



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Commercial / Transactions Unit
Location	Sydney CBD
Classification/Grade/Band	Band 1
Kind of Employment	Ongoing
ANZSCO Code	221111
PCAT Code	TBC
Date of Approval	TBC
Agency Website	https://www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to “About Treasury” and “Our Treasury Team”).

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government’s commitment to achieve significant and sustainable financial management improvement.

Primary purpose of the role

- The **Commercial Group** at NSW Treasury provides advice and execution capability that enables the NSW Government to deliver critical services and infrastructure for the people of NSW.
- The **Transactions Unit** is one of the groups within the Commercial Division (the others being the Commercial Assets Unit, Infrastructure and Structured Finance Unit, Commissioning NSW and Procurement NSW.)
- The Transactions Unit executes strategic commercial transactions, including major Government asset sale and leasing transactions, and leads or supports a broad range of commercial engagements with the private sector.
- The team is primarily execution focused and manages all aspects of transaction preparation and execution including: scoping studies, relevant legislation, Cabinet approval, managing stakeholders, strategic project management, instructing and managing commercial advisors, contract negotiation, due diligence, government accounting, governance processes and probity.
- The team also supports other strategic negotiations on major government projects.

- The Director is fully accountable for the delivery of relevant projects, the quality, integrity and viability of advice provided and performance of the project team.

Key accountabilities

- Lead the provision of timely and authoritative expert advice and recommendations to the Secretary, Treasurer, Ministers, Cabinet and Agencies.
- Lead the execution of strategic transactions on behalf of the NSW Government by determining appropriate governance, processes and standards to be applied and ensuring compliance with sound financial, legal and commercial principles.
- Lead and supervise reporting staff, determine operational priorities, monitor and review performance and guide the ongoing professional development of team members to ensure staff have the knowledge, skills and support to achieve the Transaction Unit's objectives.
- Procure and manage expert advice from a variety of specialist disciplines, particularly financial, legal, accounting and tax, and interpret and synthesise inputs into appropriate commercial outcomes.
- Negotiate and provide specialist support and advice on complex documentation for the delivery of commercial transactions.
- Lead and foster collaboration with senior executives across the sector to ensure internal and external stakeholders seek out the Transactions Unit for expert trusted advice and to assist in fostering the reputation of NSW Treasury as a world-class organisation.
- Contribute to the development of NSW Treasury as a leader within the sector including representing NSW Treasury on diverse forums and committees, both within and external to the NSW public sector, strongly advocating NSW Treasury and the Government's position on key issues and policies.
- Oversee the continuous review, identification and management of risks associated with strategic transactions.
- Ensure Government transaction processes meet the highest standards of probity and public scrutiny.

Key challenges

- Develop and maintain key stakeholder relationships.
- Maintain up to date knowledge of a diverse range of subject areas and government policy development.
- Addressing and resolving a wide range of commercial, policy and technical issues in a complex, fast-paced and dynamic environment.
- Managing conflicting stakeholder interests and advocating Treasury's position.
- Adapting to changing priorities, ambiguity and complexity in a time constrained environment.
- Lead the development of the team's skills, knowledge and abilities.
- Identifying and appropriately managing risk.

Key relationships

Who	Why
Ministerial	
NSW Treasurer	<ul style="list-style-type: none"> Provide accurate, high quality and timely advice
Internal	
Executive Director	<ul style="list-style-type: none"> Provide accurate, high quality and timely advice Pro-actively advise on key decision-making matters, milestones, emerging issues, potential risks and risk strategies Provide effective support to ED in Working Groups and Steering Committees Seek regular feedback for improving own and Transactions Unit performance Effectively contribute to achievement of Commercial Division strategy
Deputy Secretary	<ul style="list-style-type: none"> Provide accurate, high quality and timely advice Pro-actively advise on key decision-making matters and risk strategies
Direct Reports	<ul style="list-style-type: none"> Lead a professional, collaborative and productive workplace Encourage innovation, improved practices and high-quality analysis Provide clear guidance on tasks and deadlines Monitor and review individual performance and foster individual skills development
External	
Department of Premier & Cabinet	<ul style="list-style-type: none"> Collaborate with DPC to encourage improvements in transaction execution across government Collaborate on joint projects
NSW Government Agencies	<ul style="list-style-type: none"> Develop and maintain effective working relationships to facilitate liaison, consultation, engagement and exchange of information Collaborate on joint projects
Industry Stakeholders	<ul style="list-style-type: none"> Provide opportunities for stakeholders to share their views with government

Role dimensions

Decision making

The Director is fully accountable for the delivery of relevant projects, the quality, integrity and viability of advice provided and performance of the project team. The role prioritises, directs and integrates the work of its specialist direct reports and provides information and guidance to other executives, ministerial staff and the NSW Treasurer.

The Director acts within the standard Treasury delegated decision-making authority relating to the Branch and refer decisions outside its control to the Executive Director. The position makes recommendations to the Treasurer and Cabinet through the Executive Director.

Reporting line

The Director, Commercial Transactions reports to the Executive Director, Commercial Transactions.

Direct reports

To be confirmed.

Budget/Expenditure

Not applicable.

Essential requirements






- Experience in execution of strategic M&A transactions with advisory, legal or consulting background.
- Tertiary qualifications in finance, economics, business management or in a related discipline such as corporate law and governance, or demonstrated, equivalent, relevant professional experience and training.
- Management experience, including financial, change and strategic; experience and skills in leading and motivating a team.
- Project management experience and a demonstrated ability to exercise leadership and influence in dealings with external stakeholders.
- Adequate knowledge and understanding of the machinery of government, the policy process and the relevant statutory requirements that underpin the NSW Treasury's operations.

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

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
Act with Integrity Personal Attributes	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Manage Self Personal Attributes	Advanced	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Work Collaboratively Relationships	Advanced	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Think and Solve Problems Results	Advanced	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Demonstrate Accountability Results	Advanced	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Finance Business Enablers	Advanced	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions Understand and apply financial audit, reporting and compliance obligations Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate Seek specialist advice and support where required Make decisions and prepare business cases paying due regard to financial considerations
Manage & Develop People Business Enablers	Advanced	<ul style="list-style-type: none"> 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