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| **Cluster** | **Regional NSW** |
| **Agency** | **Department of Regional NSW** |
| **Division/Branch/Unit** | **Regional Precincts** |
| **Location** | **Regional NSW (location negotiable)** |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **Role Family** | **Bespoke/Finance and Economics/Delivery** |
| **ANZSCO Code** | **551211** |
| **PCAT Code** | **1223292** |
| **Date of Approval** | **August 2022** |
| **Agency Website** | **https://www.regional.nsw.gov.au/** |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The Regional Precincts Group (RPG) is responsible for future proofing rural and regional NSW by designing and delivering Special Activation Precincts, delivering solutions to improve digital connectivity and mobile coverage, and driving investment attraction into our regions to create jobs and drive economic outcomes.

# Primary purpose of the role

The Strategy and Funding Advisor Snowy Hydro Legacy Fund (SHLF) supports the Regional Precincts group in the management and coordination of funding and finance processes, reporting and compliance that meets the varied needs of the group and specific business units.

# Key accountabilities

* Undertake monthly review of finances to assist managers and directors with expenditure tracking versus budget allocation and to ensure DRNSW finance compliance.
* Prepare briefings, reporting and advice to a variety of stakeholders.
* Coordinate month and year end processing and close procedures to ensure the completion of returns to central agencies including reconcile purchase orders and invoice payments.
* Collaborate with internal and external stakeholders to promptly resolve issues and respond to enquiries including assisting with cost center management and purchase order reporting.
* Maintain program financial record keeping in accordance with policy and procedures.
* Coordinate contractual arrangements with procurement team to contribute to the delivery and success programs that meet stakeholder requirements and comply with government procedures, legislative requirements, and standards
* Group forecasting of administration budgets for multiple regional programs
* Coordinate finance training for new starters and existing team members

# Key challenges

* Managing periods of high pressure within the work environment often driven by external non-negotiable deadlines
* Manage expectations and deliverables required from a network of varied stakeholders and clients
* Ensuring maintenance of internal controls

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Business Manager, Director | * Provide finance advice and support |
| Work team | * Provide finance advice and support with reconciliations and monthly reporting * Provide advice on basic finance and procurement related policies and processes. * Exchange information and provide advice and support. |

# Decision making

# This role:

* Under direction from the Business Manager, is expected to operate with some degree of autonomy in respect to their day-to-day work priorities and workload management within agreed work plans
* Refers to the Manager issues that are contentious or require a higher level of delegation.

## Reporting Line

# Senior Advisor

## Direct Reports

# Nil

## Budget/Expenditure

Nil

# Essential requirements

* Relevant tertiary qualifications in accounting, business, or commerce fields and/or relevant experience

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Adept |
|  | **Plan and prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Adept |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| Project Management | | Understand and apply effective planning, coordination and control methods | Intermediate |