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| **Cluster** | **Regional NSW** |
| **Agency** | **Department of Regional New South Wales** |
| **Group/Division/Branch** | **Regional Precincts Group** |
| **Location** | **Regional NSW (location negotiable)** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Role Family** | **Bespoke / Finance and Economics / Deliver** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **1119192** |
| **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, developing Regional Job Precincts, driving solutions to improve digital connectivity and mobile coverage and attracting investment, all of which create jobs and drive economic outcomes for our regional cities and communities.

Primary purpose of the role

The Strategy and Funding Senior Advisor, Snowy Hydro Legacy Fund (SHLF) supports high-quality decision making and funding decisions through maintaining good governance, compliance, timely information, and reporting that meets the varied needs of the Regional Precincts Group and specific business units.

# Key accountabilities

* Coordinate input into the financial planning, budget and financial forecasting processes provided to the Department and Treasury
* Design and build budget allocations for the Group
* Oversee the allocation, monitoring, reconciliation and adjustment of budgets and finances
* Build the financial capability of staff within the Group to support the effective management of the budget
* Coordinate the development and analysis of financial models to inform executive decision making
* Prepare detailed and timely correspondence, briefings and reports to support the effective operation of the Group
* Ensure the integrity and sustainability of the funding programs financial accounts and portfolio
* Provide appropriately balanced, accurate and timely advice, guidance and reporting on the conduct of the funding programs to meet the needs of departmental, governmental, and public audiences.

Key challenges

* Translating complex information into clear and simple concepts that meet key stakeholder needs
* Prioritising and managing concurrent operational and project activities effectively within a high volume, complex environment with tight timeframes
* Ensuring the programs continue to meet the requirements of relevant legislation and funding policies and contribute effectively to the achievement of government objective and priorities.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Director | * Consult and discuss critical issues
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| Manager | * Receive broad guidance, exchange information, and provide advice.
* Escalate issues as appropriate.
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| Team | * Provide guidance, discuss priorities, provide regular updates on key issues, progress and manage performance.
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| Clients and stakeholders | * Exchange information and collaborate on team-based assignments.
* Build relationships with internal stakeholders to provide guidance.
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| **External** |  |
| Government agencies and stakeholder groups | * Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.
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# Role dimensions

## Decision making

Operates with a high level of autonomy in respect to the above-mentioned accountabilities and is fully accountable for the quality, integrity and accuracy of the content and advice provided.

Refers to the Manager issues that are contentious or require a higher level of delegation.

## Reporting line

Manager

## Direct reports

Advisor

## Budget/Expenditure

Nil

# Essential Requirements

* Degree qualification in Finance, Commerce, Business, Economics, or similar field
* Current NSW driver licence and the ability and willingness to travel.

Key knowledge and experience

* Detailed knowledge of the machinery of Government, including Cabinet and legislative processes and the ability to understand and interpret a wide variety of legislation and expertise in policy development, implementation and review
* Broad understanding of primary industry issues and relevant policy and legislative framework.

# 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 and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | 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 measuresUnderstand the impacts of funding allocations on business planning and budgetsIdentify discrepancies or variances in financial and budget reports, and take corrective actionKnow when to seek specialist advice and support and establish the relevant relationshipsMake decisions and prepare business cases, paying due regard to financial considerations | Advanced |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | 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 |
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| **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 | Intermediate |
|  | 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 |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Intermediate |
| Optimise Business Outcomes | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Manage Reform and Change | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |