

# Role Description

## Senior Commercial Analyst



Regional Growth NSW  
Development Corporation

Cluster	Regional NSW
Agency	Department of Regional NSW
Division / Branch / Unit	Regional Growth NSW Development Corporation
Location	Queanbeyan preferred or other regional locations can be negotiated
Classification / Grade / Band	Clerk Grade 9/10
Role Number	TBC
ANZSCO Code	224311
PCAT Code	1119192
Date of Approval	July 2021
Agency / Division Websites	<a href="http://www.rgdc.nsw.gov.au">www.rgdc.nsw.gov.au</a>

### 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 Growth NSW Development Corporation (the Corporation) is established under the Growth Centres (Development Corporations) Act 1974 to lead the delivery and implementation of the Government's Special Activation Precincts (SAPs) Program. These world class precincts will support existing and emerging 'engine industries'. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

### Primary purpose of the role

Provide a range of high quality commercial, procurement and business support services in order to meet business needs and legislative and regulatory compliance requirements.

### Key accountabilities

- Provide advice and/or manage the planning, conduct and analysis of commercial functions to contribute to the Corporation's strategic and commercial objectives while supporting governance and probity issues.
- Partner with the business and key stakeholders to deliver commercial solutions that effectively manage risk and deliver outcomes for the Corporation.
- Assist with a range of commercial assessments and negotiations of development proposals and provide advice as required.
- Maintain knowledge of relevant legislation, policies, procedures and guidelines to ensure compliance with regulatory requirements.

- Own, manage, and build (where necessary) financial models to assist commercial and strategic decision making at project level(s) and the Corporation level.
- Partner with the Finance team to support periodic budgeting and forecasting.
- Utilise financial acumen to provide financial expertise to assist long-term capital and asset decision-making.
- Support the day-to-day transactional procurement and finance demands of the Corporation.

## Key challenges

- Planning and prioritising work in diverse situations to meet conflicting and critical deadlines with minimal input from line manager while contributing to the team environment and adapting to changing priorities as needed.
- Taking responsibility for the provision of high quality, accurate and timely advice to management and staff whilst maintaining compliance and consistency with departmental policy and procedures and legislative requirements.
- Navigating the various groups of stakeholders in a relatively new business unit and developing or implementing appropriate commercial solutions.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide expert advice on commercial strategies and procurement compliance</li> <li>• Report on progress towards business objectives, discuss key projects and issues and receive advice.</li> </ul>
Internal Stakeholders	<ul style="list-style-type: none"> <li>• Consult and collaborate to achieve business and team objectives.</li> <li>• Participate in meetings to share information and provide input on issues.</li> <li>• Liaise with internal stakeholders to achieve the delivery of professional, high quality and timely advice and service.</li> <li>• Provide guidance and professional support to manage peak workloads in commercial and business support environments</li> <li>• Support business resources in transaction activities relating to Projects, Finance and Assets.</li> </ul>
<b>External</b>	
External Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Assist negotiation and approval of contracts and service agreements.</li> <li>• Contact to provide and gather information and resolve routine issues.</li> </ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions that are under their direct control as directed by their Manager. It refers to a Manager decision that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

## Reporting line

Reports to the Commercial Manager, Regional Growth NSW Development Corporation

## Direct reports

No direct reports

## Budget/Expenditure

As per the DRNSW Financial Delegations

## Essential requirements

- Relevant tertiary qualifications or relevant industry experience in one or more of the following fields: accounting/finance, procurement, business administration, management or related discipline.
- Current Australian Drivers Licence and a willingness and ability to drive may be required depending on the location of the position.

## Capabilities for the role


The [NSW public sector 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.

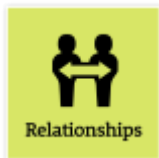
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li><li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li><li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li><li>• Monitor ethical practices, standards and systems and reinforce their use</li><li>• Act promptly on reported breaches of legislation, policies and guidelines</li></ul>	Advanced

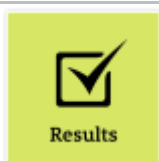


### **Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

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### **Deliver Results**

Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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



### **Procurement and Contract Management**

Understand and apply procurement processes to ensure effective purchasing and contract performance






- Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

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## **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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	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
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
Occupation specific capability set			
 Procurement	Commercial Negotiation	Plan, conduct and analyse the outcomes of commercial negotiations to achieve business objectives	Level 3