

Role Description

Cost Co-ordinator



Cluster	Department of Enterprise, Investment and Trade
Agency	Sydney Opera House
Division/Branch/Unit	Commercial & Capital Works, BSS
Location	Sydney CBD
Classification/Grade/Band	Grade 3, Level 2
ANZSCO Code	531111
PCAT Code	1227192
Role Number	
Date of Approval	May 2023
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Enterprise, Investment and Trade. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is an iconic Australian institution that embodies beauty, inspiration and the liberating power of art and ideas.

Our vision is to be as bold and inspiring as the Opera House itself.

Our mission is twofold:

- To treasure and renew the Opera House for future generations of artists, audiences and visitors; and
- To inspire, and strengthen the community, through everything we do.

PURPOSE OF THE ROLE

This position is responsible for providing costing, financial and administration services to the Building Safety & Security portfolio including costing management, accounts processing, procurement, administration, secretarial support, clerical, information and documentation management and data entry services, which support the effective and efficient operation of the portfolio.

KEY ACCOUNTABILITIES

- Preparing accurate financial reports, cost plans and cashflows; undertaking reconciliations; preparing journal and month-end accruals in compliance with SOHT policies and procedures.
- Creating and managing complex Excel documents and databases, and creation and management of reports in financial reporting systems including Tracker and Advanced Inquiry.
- Ensuring payments are made to suppliers as per the approved financial delegations and approval levels; setting up new suppliers; raising invoices and credit notes; and monitoring supplier claims and purchase orders.
- Implementing, developing, refining and ensuring consistency in cost management and control processes across the Building, Safety & Security Portfolio for the projects, maintenance, EPRG and building operations functions.
- Training and education of personnel across the Building Safety & Security Portfolio in cost management and control processes.
- Liaising with the Finance department to ensure the accurate and timely completion of all financial reporting, budget setting and cost management for the Building, Safety & Security Portfolio is undertaken in accordance with the requirements of Finance and SOHT's policies and procedures.
- Undertaking supplier account management and procurement support for the Building Safety & Security Portfolio by recording, tracking and processing invoices, creating requisitions on IPOS, and ensuring that payment procedures are undertaken in accordance with Security of Payment legislation.
- Providing quality, customer-focussed and timely administrative services and general office management support to the Building, Safety & Security Portfolio.

KEY CHALLENGES

- Prioritise and balance competing work priorities in a busy, dynamic environment.
- Maintaining up-to-date documentation and information whilst ensuring attention to detail and communicating complex project and maintenance financial reporting in a simple manner.
- Ensuring best practice is implemented in the control and reporting of costs.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Program Manager	To receive direction and provide assistance for costing tasks and general administrative support as required, including but not limited to minute taking, record keeping, updating & maintaining finance reports and cover receptionist duties.
Cost Manager, Major Projects	To receive direction and provide assistance for cost management task and general support as required, including but not limited to updating cost plans, maintaining purchase order and supplier reports.
Head of Major Projects & Commercial	To receive direction and provide personal assistance and general administrative support as required.
Other administration staff	To effectively liaise with other Building, Safety & Security Administration staff on a variety of issues, from information dissemination to coordinating meetings.
Building Managers	To coordinate meetings, disseminate information and assistance with the preparation of reports, presentations and submissions.
Finance – Business Analysts	To effectively liaise with Business Analysts in the Finance Portfolio, including communication of cash flows, cost performance and other reporting.
Payroll & Rostering Staff	To effectively liaise with payroll and personnel responsible for rostering of staff to ensure accurate and efficient allocation of funding and payment of costs.
External	
Business Partners	To establish and maintain effective working relationships with key business partners in support of BS&S business including suppliers, contractors and consultants

ROLE DIMENSIONS

Decision Making

The Cost Coordinator receives guidance and direction from the Program Manager and Cost Manager, Major Projects on work activities and finance tasks to achieve the business support outcomes. However, on a day to day basis, the Cost Coordinator is expected to work independently and will need to develop strong cross-portfolio relationships, particularly with Finance and Payroll in order to effectively perform their duties.

Reporting Line

Program Manager and Cost Manager, Major Projects

Direct Reports

Nil

ESSENTIAL REQUIREMENTS

- Bachelors qualification in accounting or finance.
- Proven skills and experience in providing costing and administrative support service in a complex and high volume environment including ability to demonstrate experience in a combination of the following: finance tasks & reporting, cost management processes, office administration, basic business management, executive / personal assistance, customer service centre support, rostering and logistics, office reception, high volume electronic and paper based document management, and newsletters preparation.
- Highly competent in the use of Microsoft Office computer applications (Word, Excel, Outlook and PowerPoint).
- Experience in working with a range of finance reporting systems (such as Sun Financial Systems, IONBI, Tracker and Advanced Inquiry); procurement systems similar to IPOS for preparing requisitions and payment of invoices, and construction project management software (such as Aconex) and record management databases (such as CM9)) is highly desirable.





- High level interpersonal skills to communicate and liaise with senior management and managers within other portfolios. Excellent written and oral communication skills, including strong business writing ability and experience preparing presentations.
- Experience in contract and tender documentation preparation and administration is preferable.
- Demonstrated exceptional skills, experience and focus in customer service & high level diplomacy.
- High levels of initiative, prioritisation, organisational and time management skills, with the ability to work with minimal supervision.

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	Adept
	Value Diversity and Inclusion	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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 Act with Integrity	Adept	<ul style="list-style-type: none"> • Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • 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 Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans