

# Role Description

## Climate Accounting and Reporting Manager



Education

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Operations Group / Finance / Financial Control
Role number	279658
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	221111
PCAT Code	1223233
Date of Approval	14 January 2025
Agency Website	<a href="http://education.nsw.gov.au">education.nsw.gov.au</a>

### Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

### Primary purpose of the role

The Climate Accounting and Reporting Manager leads and coordinates the preparation, analysis and delivery of climate-related financial disclosures for the department, including establishing and maintaining policies, frameworks, procedures to ensure compliance with Australian Sustainability Reporting Standards and NSW Treasury policies and other relevant statutory requirements.

### Key accountabilities

- Work collaboratively with key stakeholders across governance, strategy, risk, sustainability, and other areas to lead and coordinate the preparation, analysis, delivery and facilitation of the assurance process for climate-related financial disclosures, in accordance with relevant policies and standards.
- Lead the coordination and management of external audits of the department's climate related financial disclosures, including provision of requested information and resolution of any audit issues.
- Establish and continuously review policies, frameworks, controls and procedures to effectively collect, analyse and report climate-related financial data to improve department-level climate-related financial disclosures and to inform and support the assurance process.

- Use data driven analysis to provide expert advice to senior management and stakeholders to inform climate-related strategy and decision making.
- Work collaboratively with key stakeholders to consider climate-related financial disclosure data and system requirements and recommend solutions for system uplift or establishment to effectively collect, analyse and report climate-related data, such as Scope 1, Scope 2 and Scope 3 GHG emissions, as well as other climate-related metrics to support strategy and risk management practices.
- Collaborate with internal stakeholders to increase awareness amongst senior management of climate-related financial risks and opportunities and support initiatives that uplift climate-related financial management culture across the department.
- Develop and implement strategies, plans and tools for continuous monitoring and improvement, including an annual workplan aligned with NSW Government climate reporting and management objectives.
- Build and develop a high performing, engaged, motivated and service focused team, through coaching and provision of growth opportunities, as well as efficient resource utilisation and role modelling collaboration across Finance and broader stakeholders. This includes implementing the department's performance development program for team members who are direct reports.

## Key challenges

- Maintaining up-to-date knowledge of multiple and complex relevant standards, frameworks, policies and initiatives to support ongoing alignment to the whole-of-government approach to climate-related financial disclosures.
- Building and maintaining cross-sector and cross-department relationships, including with sector colleagues, senior leadership teams, technical and policy subject matter experts with diverse goals and expectations, to deliver outcomes aligned to whole-of-government approaches and department needs.
- Effectively advocating for increased department awareness of climate-related financial risks, opportunities, and disclosure requirements, while supporting the development of capability within the department and a stronger climate-focused culture.

## Key relationships

### Internal

Who	Why
Director, Financial Control	<ul style="list-style-type: none"> <li>• Provide regular status reports</li> <li>• Provide advice and contribute to decision making.</li> <li>• Identify emerging issues and their implications and propose solutions.</li> <li>• Provide regular updates on climate-related financial disclosures related matters.</li> <li>• Receive performance feedback.</li> </ul>
Finance and Divisional Stakeholders	<ul style="list-style-type: none"> <li>• Build relationships and collaborate to plan for and request required information to support climate-related financial disclosures and the external audit process</li> <li>• Contribute to the development of policies, programs and systems that reflect sector-wide and/or departmental initiatives and priorities.</li> <li>• Consult and collaborate regularly with other teams responsible for risk, strategy, governance, sustainability and other areas, on specific climate-related activities.</li> </ul>

Climate Accounting and Reporting team members	<ul style="list-style-type: none"> <li>• Inspire, motivate and mentor team members and colleagues to achieve goals.</li> <li>• Provides performance feedback to direct reports</li> <li>• Build effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement.</li> </ul>
Financial Control team members	<ul style="list-style-type: none"> <li>• Collaborate with other Financial Control functions to achieve shared goals, e.g. through shared resources</li> <li>• Build effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement</li> </ul>

## External

Who	Why
NSW Government stakeholders	<ul style="list-style-type: none"> <li>• Participate in professional networks and relationships across the public sector to maintain currency of climate risk management knowledge, share ideas and learnings, and collaborate where required.</li> <li>• Represent department interests and use influence to achieve optimal outcomes as required.</li> <li>• Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement.</li> </ul>
Portfolio stakeholders	<ul style="list-style-type: none"> <li>• Provide a contact point for stakeholders in other entities and agencies within the Education portfolio, to coordinate information sharing and reporting, and support capability building.</li> </ul>
Learning Networks/Communities of Practice	<ul style="list-style-type: none"> <li>• Actively participate in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date with management practices and to maintain specialist/technical knowledge.</li> </ul>
Audit Office of NSW	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement on the external audit process to resolve issues and risks.</li> </ul>

## Role dimensions

### Decision making

Acts independently to perform core work functions and make decisions within policies, procedures, and guidelines.

Consults with the Director on sensitive, high-risk, or critical matters to decide on appropriate actions.

Authority to design and coordinate workflows, allocate tasks and resources, and deploy team members to achieve Financial Control outcomes.

### Reporting line

Director, Financial Control.

### Direct reports

Refer to the business unit organisational chart.

### Budget/Expenditure

Financial delegation of \$75,000.

## Key knowledge and experience

- Knowledge and understanding of, or demonstrated ability to develop an understanding of, NSW Government climate-related financial disclosure related standards, frameworks, policies and initiatives.
- Demonstrated awareness and understanding of climate-related legislation, NSW Government climate policies, and [Strategies and roadmaps for government and local organisations | NSW Climate and Energy Action](#).
- Demonstrated experience in building effective working relationships with various teams to coordinate climate-related financial disclosure activities.
- Proven experience in effectively engaging, negotiating, and influencing diverse stakeholders.
- Experience managing data collection and analysis to produce meaningful insights for decision-makers.
- Experience delivering high-quality reports by effectively integrating inputs from various teams and ensuring compliance with quality control and approval procedures.
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the Department's [Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

## Essential requirements

- Tertiary qualifications in climate science, risk management, economics, finance, law, business management, business strategy or a related discipline, or demonstrated equivalent, relevant professional experience and training.
- Membership of, or eligibility for membership of, a recognised Australian professional accounting body is preferred.
- Hold a valid clearance to work with Children (Working with Children Check) for paid employment.
- Demonstrated understanding of and commitment to the value of public education.

## 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.

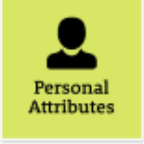
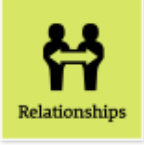

The capabilities are separated into focus capabilities and complementary capabilities.

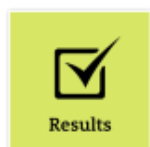
### Focus capabilities

*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>Display Resilience and Courage</b>  Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Remain composed and calm and act constructively in highly pressured and unpredictable environments</li> <li>• Give frank, honest advice in response to strong contrary views</li> <li>• Accept criticism of own ideas and respond in a thoughtful and considered way</li> <li>• Welcome new challenges and persist in raising and working through novel and difficult issues</li> <li>• Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues</li> </ul>	Advanced
	<b>Work Collaboratively</b>  Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Recognise outcomes achieved through effective collaboration between teams</li> <li>• Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government</li> <li>• Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions</li> <li>• Network extensively across government and organisations to increase collaboration</li> <li>• Encourage others to use appropriate collaboration approaches and tools, including digital technologies</li> </ul>	Advanced
	<b>Deliver Results</b>  Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>• Drive a culture of achievement and acknowledge input from others</li> <li>• Determine how outcomes will be measured and guide others on evaluation methods</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control business unit output to ensure government outcomes are achieved within budgets</li> <li>• Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>	Advanced



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement
- Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues
- Identify and evaluate organisation-wide implications when considering proposed solutions to issues
- Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact
- Ensure effective governance systems are in place to guarantee quality analysis, research and reform

Highly Advanced

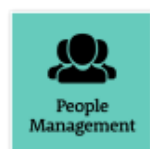


### Project Management

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 benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

Adept



### Inspire Direction and Purpose

Communicate goals, priorities and vision, and recognise achievements

- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals












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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	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
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	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	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

### Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	Level 3
	Financial Accounting and Statutory Reporting	Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements	Level 3
	Finance Operations and Systems	Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	Level 2