Role Description
Senior Project Officer - Finance

Department of Primary Industries and Regional Development

Portfolio	Primary Industries and Regional Development
Department/Agency	Department of Primary Industries and Regional Development
Group/Division/Branch	Fisheries and Forestry / Reform & Engagement / Business Operations
Location	Various
Classification/Grade/Band	Clerk Grade 9 / 10
ANZSCO Code	511112
PCAT Code	1127292
Date of Approval	July 2020
Agency Website	www.dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the Department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

Project manage, review and deliver a range of business planning and financial support deliverables that contribute to the effective implementation of the Fisheries and Forestry group strategic plan and program outcomes.

Key accountabilities

- Project manage the evaluation of current performance monitoring processes and priorities for designated projects across Fisheries and Forestry; research and evaluate potential performance improvements, recommending appropriate improvements to build effective financial and asset monitoring strategies
- Manage and oversee all aspects of finance and business-related projects developing effective methodologies, monitoring and reporting tools, whilst providing advice to improve business processes and support group, divisional and team collaboration
- Ensure compliance, governance and quality requirements for transparent financial management to support DPI Fisheries in meeting government expectations and identified outcomes
- Manage the budget and capital project and planning cycle, including developing plans, identifying and coordinating resources, managing budgets, and meeting reporting requirements, to ensure

outcomes, including the management of Fisheries and Forestry Trust Companies are achieved on time, on budget, to quality standards and within agreed scope
- Encourage change in workforce culture by facilitating cross-learning, developing flexible work structures and broaden dialogue, to encourage innovation and synergies between Fisheries and Forestry business units, broader DPIRD and internal and external stakeholders
- Prepare and maintain financial documentation by sourcing and collating information for reporting, monitoring and evaluation purposes to contribute to the achievement of effective business outcomes

Key challenges

- Developing, coordinating and implementing effective and innovative performance monitoring and reporting solutions to support and deliver diverse business outcomes
- Identifying and delivering consistent business systems and processes to support Fisheries and Forestry
- Maintaining a thorough and current understanding of issues and changes that may impact project deliverables

Key relationships

Who	Why
Internal	
Program Leader Fisheries Programs & Performance	• Communicate business planning and reporting • Receive advice and provide updates on the status of project activities • Escalate issues and advise and present recommendations regarding the potential solutions
Internal project partners	• Support collaboration, ensure key tasks are completed and partners are aware of their accountabilities for the timely delivery of project
Reform & Engagement, Business Operations Team	• Actively contribute to the team's objectives and identified outcomes
External	
Government agencies, Funding Agencies and Audit	• Gather information, build supporting relationships and identify emergent performance and planning management methodologies and resources

Role dimensions

Decision making

- Works with the Manager to embed consistent planning and performance monitoring and reporting throughout Fisheries
- Actively builds networks throughout DPIRD and with other program stakeholders

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

Nil

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
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept

	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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Advanced

	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 evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
	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

	Project Management Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	Advanced

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.

Capability group/sets	Capability name	Description	Level
	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	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	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