

# Role Description

## Project Cost Controller

<b>Cluster</b>	Transport for NSW
<b>Agency</b>	Infrastructure and Place
<b>Division/ Branch/ Unit</b>	Western Sydney Project Office
<b>Location</b>	Sydney
<b>Classification/ Grade/ Band</b>	USS 11
<b>Role Number</b>	51021130
<b>ANZSCO Code</b>	221112
<b>PCAT Code</b>	1229191
<b>Date of Approval</b>	20-April-20
<b>Agency Website</b>	<a href="http://www.rms.nsw.gov.au/">http://www.rms.nsw.gov.au/</a>

### Agency overview

Agency overview At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve. Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Infrastructure & Place

We are a trusted partner to our clients, developing and delivering smart, integrated and sustainable infrastructure and places that are valued by our customers and communities.

### Primary purpose of the role

The primary purpose of the role is to provide project cost performance analysis for the project team through effective and compliant cost attribution, financial control and reporting covering areas including budgeting, forecasting, accruals, journals and cash flow monitoring as well as managing payments claims and budget cost variations.

### Key accountabilities

- Maintain, develop and implement systems to track and report on actual and forecast costs to manage the Western Sydney Project Office's cost exposure within the project office across the portfolio and programs and by project.
- Ensure that financial policies, procedures and internal controls are effectively implemented and a robust financial control environment is in place consistent with TfNSW standards as well and Finance processes.
- In coordination with the Director Project Controls, the Project Office Director and the Program Directors, the Project Management Lead and relevant team members, report on project cost performance and interpret report outputs to create actions, ensuring compliance with Transport for NSW and NSW Treasury requirements for reporting of project financial performance.

- Pro-active and forward looking participation with Project and Contract Managers to interrogate and test assumptions related to project costs, including advice on setting up appropriate structures suited to the type and complexity of project that are transparent and reliable. Regularly review with project teams the assumptions in their project management, construction and contingency cost forecasts; to check that historical costs are being captured appropriately; to identify emerging issues and work with project teams on suitable mitigation strategies.
- Lead the project/ program cost attribution with regard to month-end financial close processes, timely invoice processing and raising, accruals and cost transfers, monitoring and reviewing aged accruals, monthly financial performance monitoring/reporting, undertaking variance analysis (actual vs. planned) and advising project/program leads on financial risks and appropriate resolution.
- Ensure alignment of budget, commitment and cost, respecting business rules in relation to financial data validation, monitoring that all payments relate to properly approved contracts, claims and variations following financial delegations and project/program governance structures.
- Play a key role in the production of risk assessed detailed financial forecasts at disaggregated project cost code level, profiling cost forecasts across the full life cycle of each project/program into planned monthly cash flows, ensuring reporting deadlines are met and full compliance with financial procedures is achieved working in partnership with the Finance Team.

## Key challenges

- Ensure a continuous improvement philosophy is applied in maintaining and coordinating budget and cost management systems, to ensure a single source of truth for each element, while encouraging innovation and best practice in cost controls.
- Proactively keep abreast of potential issues, formulate advice and recommendations based on evidence, expertise, options and implications.

## Key relationships

Who	Why
<b>Internal</b>	
Director Project Controls WSPO	<ul style="list-style-type: none"> <li>• Coordinate consistency across business processes and reporting in WSPO</li> <li>• Participate in meetings, gate reviews and health checks to represent project controls perspective and share information</li> <li>• Participate in discussions and decisions regarding implementation of innovation and best practice</li> </ul>
Project Office Director and Program Directors	<ul style="list-style-type: none"> <li>• Provide timely and accurate advice on project costs</li> <li>• Participate in meetings to represent project controls perspective and share information</li> </ul>
Project Management Leads	<ul style="list-style-type: none"> <li>• Strategy and reporting for project controls within the project team</li> <li>• Project controls issues for escalation and resolution</li> <li>• Ensure that procedures and systems have been correctly established and are working effectively</li> </ul>
Contract Manager(s)	<ul style="list-style-type: none"> <li>• Ensure up-to-date cost information (actual and forecast) for project contracts is captured in project controls reporting</li> <li>• Proactive identification, tracking and management of issues</li> </ul>

## Role dimensions

### Decision making

This role:

- Is fully accountable for the development and management of cost control systems and procedures.
- Is fully accountable for reporting and monitoring of budget against project deliverables and ensuring timely communication of potential issues and appropriate resolutions.
- Is accountable, in collaboration with the Project Controls Director, Project Management Leads and WSPO Finance for accurate reporting of project costs.

### Reporting line

WSPO Project Office Director and WSPO Project Controls Director

### Direct reports

Nil

### Budget/Expenditure

TBC

## Essential requirements

1. Tertiary qualifications in Engineering, Commerce, Accounting or a related discipline, or equivalent experience.
2. Proven track record in cost control working in an integrated project controls team on infrastructure projects over the entire project lifecycle and knowledge of all project management disciplines, in particular procurement.
3. Experience working within a matrix management structure.
4. Driver's license.





## 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](http://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	<b>Display Resilience and Courage</b>	<b>Adept</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Adept

### 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
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> <li>Build a culture of respect and understanding across the organisation</li> <li>Recognise outcomes which resulted from effective collaboration between teams</li> <li>Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of direct provision or purchase of services</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>