Role Description
Finance and Administration Officer - Compliance and Heritage Stonework Programs

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Asset Management/Asset Performance Management
Role number	238349
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	531111
PCAT Code	1327172
Date of Approval	May 2022
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Provide high-quality financial and administrative support, working collaboratively with schools and other key stakeholders, to contribute to the effective delivery of the SINSW Compliance and Heritage Stonework Programs.

Key accountabilities

- Provide a range of financial and administrative services, creating and maintaining spreadsheets and databases, and maintaining program financial records, to support effective program management and delivery.
- Collaborate with team members and stakeholders to exchange information, obtain cooperation and build and maintain productive working relationships.
- Respond to a range of customers enquiries, and provide information and/or refer enquiries where required, to ensure a prompt and reliable customer service.
- Provide administrative support to the programs, such as filing and records management, mail receipt and sorting, maintenance of registers, photocopying, compilation of manuals and reports, to facilitate timely and accurate program activities.
- Undertake SAP related duties, including data entry, creating purchase orders and processing invoices, to ensure timely and accurate processing and compliance with relevant legislation and departmental policies.
- Prepare a range of documents using Microsoft products and other software packages to meet operational requirements.
- Provide meeting support, including preparing agendas, organising venues and catering, and distributing minutes, to meet program and stakeholder needs.
- Maintain the AMS and TRIM computerised records management system and create, store, retrieve and archive files to contribute to the provision of accurate and timely information for reports, submissions and general advice.

Key challenges

- Ensuring that competing work priorities are met within agreed and often demanding timeframes.
- Responding professionally to enquiries from a broad range of internal and external stakeholders while working independently or as a team member when required.

Key relationships

Who	Why
Internal	
Manager	• Receive instructions, advice, support and performance feedback. • Provide information, updates and reports. • Escalate issues where required.
Work team	• Support the team and work collaboratively to contribute to achieving the team's business outcomes. • Participate in meetings, share information and provide input on issues.
Customers/Stakeholders	• Provide information and updates on program activities. • Develop and maintain effective working relationships. • Exchange information and advice.
External	
Customers/Stakeholders, including Facilities Management contractors	• Provide customer service and support. • Liaise on the provision of services.

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Role dimensions

Decision making

Works with limited supervision and guidance to achieve overall work commitments developed in agreement with the manager. Makes decisions in accordance with departmental policies, procedures and guidelines and relevant legislative requirements.

Refers more complex, contentious and/or sensitive issues to the manager to agree on a suitable course of action.

Reporting line

Manager, Compliance and Heritage Stonework Programs

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in providing financial and administrative support services in a fast paced, collaborative team environment.
- 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.

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

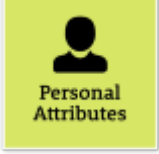| Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations	Foundational
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate
Results	**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
Business Enablers	**Finance** Understand and apply financial processes to achieve value for money and minimise financial risk	• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending	Intermediate

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- Consider financial implications and value for money in making recommendations and decisions
- Understand how financial decisions impact the overall financial position
- Understand and act on financial audit, reporting and compliance obligations
- Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Manage Self		Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	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
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational