

Role Description

Manager Strategic Finance



Department of
Primary Industries

Cluster	Planning, Industry and Environment
Agency	Department of Primary Industry
Division/Branch/Unit	DPI / Engagement and Industry Assistance / Rural Assistance Authority
Location	Orange
Classification/Grade/Band	Clerk Grade 11/12
Role Family <i>(Internal Use Only)</i>	Bespoke / Finance & Economics / Lead
ANZSCO Code	132211
PCAT Code	1223233
Date of Approval	February 2020
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

DPI Engagement and Industry Assistance Branch is focused on delivering programs that build stronger primary industries by providing critical rural support and enhance DPI's connection with communities, industries and people. This branch is made up of DPI's key engagement arms including the business resilience, the Rural Assistance Authority, emergency operations, international engagement, communications and stakeholder engagement.

Primary purpose of the role

The role works in close partnership with CEO Rural Assistance Authority to oversee the financial planning, budget and forward estimate processes, financial risk management and modelling for the Rural Assistance Authority.

Key accountabilities

- Apply an analytical approach to support strategic decision making, with a focus on funding allocation decisions, staff resourcing and long-term operational and financial planning;
- Be responsible for the Rural Assistance Authority's operating model, financial & metrics reporting and related deliverables for executives, functional leaders and the board of directors;

- Manage the forecasting and budgeting capabilities for the full P&L, ongoing reporting processes such as the annual budget and monthly / quarterly packages and coordinate all aspects with NSW Treasury.
- Assist executive team in communication with board and external stakeholders
- Facilitate ad-hoc and cross-functional strategic and operational projects and execute on strategic projects independently and with Business leaders
- Analyse revenues, expenses, and monthly actuals to ensure accuracy and perform variance analyses to ensure financial performance of the business
- Partner closely with accounting team to ensure deep understanding of financials and deliver accurate financial reporting
- Provide detailed analyses on trends that will assist in decision making and forward planning
- Assist in preparing correspondence, briefings and reports to support the effective operation of the Authority for a variety of stakeholders including Ministerial correspondence.

Key challenges

- Working with a large and complex budget in a high volume environment with minimal supervision.
- Maintaining an up to date knowledge of the vocational education and training system in a constantly changing environment.
- Using sophisticated financial modelling and other technological tools.

Key relationships

Who	Why
Internal	
Senior staff in Program and Operations and Market Design and Analysis, senior staff in CS and senior managers across the NSW Department of Industry	<ul style="list-style-type: none"> • Drive the development and maintenance of effective working relationships to ensure the effective management of the RAA budget and long term strategic direction.
External	
Central agencies, the Audit Office, other Government departments and industry stakeholders	<ul style="list-style-type: none"> • Drive the development and maintenance of effective working relationships to foster consultation and engagement on the effective management of the VET budget and to ensure that the Branches financial management meets Government requirements

Role dimensions

Decision making

This role:

- Makes decisions and acts independently to develop finance and business management strategies and resolves problems to achieve Divisional, Department and Government reforms and priorities
- Consults with the Director in relation to decisions that have wide reaching implications, in particular decisions that are contentious and /or are likely to have an impact on stakeholders, and in relation to decisions that require significant change to project outcomes or timeframes
- Submits reports, analyses, briefings, correspondence, speeches and other written material in a final high quality manner with minimal input required from the supervisor.

Reporting line

CEO Rural Assistance Authority

Direct reports

3 Direct reports.

Budget/Expenditure

The role is accountable for financial reporting and advice on the \$250 million RAA budget.

Essential Requirements

- Tertiary qualification in finance, economics or related discipline or equivalent experience.






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	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Advanced
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	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
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines • Promote a culture of quality customer service in the organisation • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design • Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Finance	Advanced	<p>into business planning</p> <ul style="list-style-type: none"> • Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management • Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound • Assess relative cost benefits of direct provision or purchase of services • Understand and promote the role of sound financial management and its impact on organisational effectiveness • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Provide timely, constructive and objective feedback to staff• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives