

# Role Description

## Finance Director



Regional Growth NSW  
Development Corporation

Cluster	Department of Regional New South Wales
Agency	Regional Growth NSW Development Corporation
Location	Queanbeyan preferred or other regional locations can be negotiated
Classification/Grade/Band	Senior Executive Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
ANZSCO Code	132211
PCAT Code	1119192
Date of Approval	August 2020
Agency Website	<a href="http://www.rgdc.nsw.gov.au">http://www.rgdc.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The Regional Growth NSW Development Corporation (the Corporation) is established under the *Growth Centres (Development Corporations) Act 1974* to lead the delivery and implementation of the Government's Special Activation Precincts Program. These world class precincts will support existing and emerging 'engine industries. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

### Primary purpose of the role

The Finance Director has the dual responsibilities of leading and directing the financial management of the RDGC's portfolio of investments as well as playing a key role in closing transactions and managing international and domestic investors for Special Activation Precincts in Regional NSW.

### Key accountabilities

- Provide leadership, direction and management of the commercial strategy, finance and accounting business functions.
- Work closely with support networks within NSW Government to close commercial transactions and manage international and domestic investors for Special Activation Precincts in Regional NSW.
- Direct the delivery of high quality strategic and operational financial performance reporting and analysis, advising on long term business and financial planning to underpin effective business planning, forecasting, budgeting, cost reporting and resource management within the agency.
- Provide expert financial and commercial management advice and analysis and meaningful reports on the financial and budgetary position of the RGDC to the Chief Executive and Executive team, including the

analysis of financial climate and market trends to assist senior executives in incorporating/updating these into strategic plans and make informed decisions.

- Develop and manage RGDC’s strategic property portfolio, coordinating and undertaking a review of business cases and funding submissions and drive initiatives to maximise commercial and funding opportunities.
- Create and maintain close working partnerships, at a senior level, with internal and external stakeholders to identify financial and business risks of the enterprise and projects, developing, updating and implementing financial policies and procedures and business systems and create practices to minimise financial and business risks.
- Identify and analyse key financial risks and lead the development and implementation of financial risk management practices and work closely with auditing services to ensure financial monitoring and reporting is up to date and they are in line with statutory regulations and legislation.

## Key challenges

- Building the confidence and support of a highly diverse group of investors, stakeholders, clients and peers to manage the different concurrent initiatives across the portfolio.
- Enhancing business financial performance management and compliance and reporting standards in a timely manner that include key performance indicators which clearly demonstrate critical financial status of all business activities.
- Developing proactive and innovative plans and solutions for the RGDC based on relevant financial and budget analysis whilst operating within legislative, policy, financial, risk management and regulatory frameworks.

## Key relationships

Who	Why
<b>Internal</b>	
Chief Executive Officer and Deputy Chief Executive Officer	<ul style="list-style-type: none"> <li>• Liaise to receive instructions and understand work priorities.</li> <li>• Provide project and budgetary support in RGDC’s role as Commercial business partner to peers on the executive management team.</li> <li>• Keep informed of and provide advice and recommendations on new or emerging investment opportunities and issues.</li> <li>• Proactively identify and implement operational changes to maximise the RGDC’s offering thus reducing operational costs.</li> <li>• Contribute to work program development, business process improvement and team business outcomes.</li> </ul>
RGDC Executives and Senior Managers	<ul style="list-style-type: none"> <li>• Develop and maintain effective collaborative relationships.</li> <li>• Provide high level strategic advice and support on business area financial management and sustainability.</li> <li>• Engage to influence adoption of agreed strategies and solutions.</li> <li>• Provide training and support to ensure appropriate financial management controls.</li> </ul>
Department of Regional NSW – Office of Regional Economic Development	<ul style="list-style-type: none"> <li>• Develop and maintain effective collaborative relationships</li> <li>• Work on investor attraction strategies and image setting</li> <li>• Support investor attraction as required both domestically and international</li> </ul>

Who	Why
Infrastructure NSW (INSW)	<ul style="list-style-type: none"> <li>• Develop and maintain effective collaborative relationships.</li> <li>• Identify industry best practices and integrate into RGDC's operations</li> <li>• Provide inputs into infrastructure strategies</li> <li>• Report RGDC performance as per INSW requirements</li> </ul>
Cluster Corporate Services Teams (Finance, HR, Procurement, Governance & Performance etc)	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure budget, forecasting and reporting requirements consistently and accurately reflect agency internal reporting</li> <li>• Develop and maintain effective working relationships.</li> <li>• Liaise to maintain financial information within business requirements.</li> <li>• Work with the Chief Financial Officer of Department of Regional NSW to align RGDC budgets within the cluster.</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, professional advice and support to manage peak workloads and resolve complex or demanding service requests.</li> <li>• Work collaboratively and support team to achieve business outcomes.</li> <li>• Provide constructive performance feedback and develop team skills.</li> <li>• Encourage participation in meetings and contribution of ideas to improve branch / team, program, service delivery and work performance and outcomes.</li> </ul>
<b>External</b>	
NSW Audit Office, NSW Treasury, TCorp and other agencies	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships.</li> <li>• Consult and liaise on preparation of responses to information and report requests.</li> </ul>
Investors	<ul style="list-style-type: none"> <li>• Support superior customer services to assist investment attraction</li> <li>• Commercial negotiations</li> <li>• Investor relations and account management for domestic and international investors relevant to the Special Activation Precincts</li> </ul>

## Role dimensions

### Decision making

The Finance Director:

- has responsibility for setting work priorities within the overall agreed work program
- has discretion to make the necessary decisions to manage key role accountabilities
- is required to comply and make decisions and recommendations within applicable sector and Department legislation, financial policy, frameworks and procedures, Treasurer Directions, financial delegations, professional practice standards and set budget, resourcing and funding parameters
- is accountable and responsible for the effective management and use of human and financial resources within set budget and resource parameters

### Reporting line

The Finance Director reports to the Deputy Chief Executive Officer

### Direct reports

TBC

## Budget/Expenditure

TBC

## Key knowledge and experience

- Success in managing and developing a business cases and plans, raising capital for approved business cases, project performance reporting and forecasting function.
- Success in managing investor base for complex operations
- Knowledge of the application of the NSW Government Sector finance legislation, directions and policies, and Australian Accounting Standards
- Ability to work in a team environment and act as a mentor to staff and other executives in financial management.

## Essential requirements

- Advanced degree in accounting, business, finance, or a related field; several years of experience in finance.
- A member of a recognised professional accounting body such as Chartered Accountants Australia & NZ, CIMA, CPA Australia or with extensive post qualification experience including in a senior commercial business advisory role.

## 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>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li><li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li><li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li><li>• Monitor ethical practices, standards and systems and reinforce their use</li><li>• Act promptly on reported breaches of legislation,</li></ul>	Advanced



### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- policies and guidelines
- Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences
- Speak in a highly articulate and influential manner
- State the facts and explain their implications for the organisation and key stakeholders
- Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations
- Anticipate and address key areas of interest for the audience and adapt style under pressure

Highly Advanced

### 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



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced

### Think and Solve Problems

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

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context

Advanced

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when considering options to resolve issues

- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria



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### Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Advocate for committed outcomes to be considered in decision making for project prioritisation and resourcing decisions
- Define organisational directions and set priorities and business plans, referring to key financial indicators and non-financial committed outcomes
- Anticipate operational and capital needs, and identify the most appropriate financing and funding strategies to meet them
- Ensure that the organisation informs strategic decisions with appropriate advice from finance and risk professionals
- Establish effective governance to ensure that financial resources are used ethically and prudently across the organisation

Highly Advanced



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### Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- 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
- Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation
- Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Advanced

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### 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

Adept






- 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

## 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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
 Results	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	Advanced
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Advanced
	Project Management	Understand and apply effective planning, coordination and control methods	Advanced
 People Management	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