Role Description
Senior Climate Change Risk Accountant

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	Strategy Corporate and Performance / Finance Procurement Property & Fleet / Finance Control & Analysis
Location	All of NSW
Classification/Grade/Band	Departmental Officer Grade 9 / 10
Role Family	Standard / Information, Knowledge and Analytics / Delivery
ANZSCO Code	221111
PCAT Code	1223233
Date of Approval	January 2024
Agency Website	www.nsw.gov.au/regional-nsw

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.

Primary purpose of the role

Preparation, analysis and delivery of in-scope cluster climate reporting and producing the related data; assist in the continual review of the Department's accounting policies and procedures to ensure compliance with the Australian Sustainability Reporting Standards and NSW Treasury policies and other relevant statutory requirements.

Key accountabilities

- Review and draft relevant financial and accounting policies and procedures to ensure that cluster meet the needs of a constantly changing regulatory environment and comply with relevant statutory and NSW Treasury requirements.
- Establish, maintain and develop strong working relationships with various groups within Regional NSW portfolio and establishing the processes to capture the Cluster's Greenhouse Gas (GHG) emission and other climate change related data and produce the regulatory disclosures.
- Assess and analyse the Scope 1 and Scope 2 data to produce meaningful data and reports to contribute to the effective climate risk management decisions.
- Preparation of annual climate risk disclosure packages in collaboration with Climate Change Risk Manager including preparation of work papers, reconciliation of data and respond to audit queries and NSW Treasury.

- Provide sound advice and information to management across the Department on financial disclosure of climate risk related matters.

Key challenges

- Keeping up to date with changing accounting standards, Treasury Policies and guidelines, and other mandatory accounting and reporting requirements.
- Establishing systems to effectively capture the Cluster's Greenhouse Gas (GHG) emission and other climate change related data.
- Developing and maintaining effective working relationships with diverse internal and external stakeholders and ensure that enquires are promptly addressed and resolved.

Key relationships

Who	Why
Internal	
Manager and Team	• To receive guidance, advice and feedback on performance and exchange information
Climate Change Risk Manager	• Support the delivery of the Department's Climate Risk Program
Staff and colleagues within the Finance Unit	• Exchange information and collaborate on team-based assignments
External	
NSW Treasury	• Exchange information, receive advice and respond to enquiries
Other internal and external stakeholders	• Exchange information, respond to enquiries
Audit Office	• Respond to queries

Role dimensions

Decision making

The Senior Climate Change Risk Accountant operates with some degree of autonomy in respect to their day to day work priorities, determines matters that need to be referred to managers or other staff to deal with and provides advice, exercises discretion and judgement on what is appropriate to send to senior officers.

The position involves conflicting work demands of a wide variety of tasks including internal and external reporting.

Reporting line

Manager Finance Control & Reporting

Direct reports

Nil

Budget/Expenditure

Nil

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Essential requirements

- Tertiary qualifications in relevant field and/or equivalent experience
- Degree qualification in Commerce, Business or Sustainability related field, or extensive relevant practical experience.

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.

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FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**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
Relationships	**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	• 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

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FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Results	**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
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	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	Intermediate
Results	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
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

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