

Role Description

Associate Director



Treasury

Cluster	NSW Treasury
Division / Branch / Unit	CC&P / Commissioning NSW
Location	Sydney CBD
Classification/Grade/Band	Grade 11/12
Kind of Employment	Ongoing
ANZSCO Code	221111
PCAT Code	2113392
Agency Website	www.treasury.nsw.gov.au

Agency overview

As the NSW Government's principal financial and economic adviser, Treasury's role is to enable the Government to deliver its promise to the people of New South Wales that the State will always be a great place to live and work!

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role in supporting and investing in our key partners (service delivery clusters). Our responsibility includes lifting financial management capability and culture across the sector and support the NSW Government's commitment to achieving significant and sustainable financial management improvement.

Look at the NSW Treasury website for further information about our structure and functions:
<https://www.treasury.nsw.gov.au/about-treasury/about-nsw-treasury>

Primary purpose of the role

As an Associate Director, your role is to work in agile cross-disciplinary project teams and partner with agencies to provide strategic, operational, financial, commercial, risk management and governance support on major service transactions.

Key accountabilities

- Lead engagement on major service transactions, in partnerships with agencies and with the support of the Director. This includes reviewing and advising key partner agencies on key project documentation including Eols, RFTs, development of commercial principles, financial models and legal documents.
- Represent NSW Treasury on evaluation panels, specialist advisor sub panels, negotiation teams and working groups.
- Build and use relationships to ensure internal and external stakeholders are proactively engaging with the group to seek expert trusted commercial advice.
- Project Management skills as they relate to managing engagements outcomes- high quality deliverables are produced on a timely basis and within budget.
- Provide leadership and supervision for team members, implement operational priorities and support the ongoing professional development of team members.



- Ability to influence key decision makers, identify solutions, provide thought leadership and also to apply lessons learnt into products for the practice area.
- Support the Director and contribute to deliver projects on time and within budget with a focus on high quality outputs.

Key challenges

- Identifying and assessing the significance of key issues and understanding the systems impact and implications of decisions and recommendations.
- Developing workable solutions to complex and sensitive issues, dealing with uncertainty and imperfect information.
- Working in diverse teams and engaging effectively with a wide range of internal and external stakeholders.
- Building stronger working partnerships with government agencies and businesses and working to improve Treasury’s understanding of their operating environment and associated issues and challenges.
- Influencing agencies and internal and external stakeholders to adopt new approaches and practices that support the Premier’s priority for improved government services.

Key relationships

Who	Why
Internal	
Executive Director, Director	<ul style="list-style-type: none"> • Escalate issues, keep informed, advice, consult and receive professional support and guidance.
Treasury colleagues	<ul style="list-style-type: none"> • Develop and maintain effective work relationships • Resolve and provide solutions to issues.
External	
Agencies, Interagency working groups	<ul style="list-style-type: none"> • Represent Treasury on interdepartmental and other committees as required. • Develop and maintain effective relationships to enable liaison, consultation, engagement, and exchange of information in aid of economic and fiscal policy.
Private Sector	<ul style="list-style-type: none"> • Develop and maintain effective relationships and interface with industry to understand the status of the market, risks, and issues.

Role dimensions

Decision making

- Fully accountable for the quality, integrity and accuracy of the content of advice provided and for the delivery of assigned projects on time and at or below budgets.
- Make timely and accurate decisions factoring in a changing environment and conflicting information.

Reporting line

This role reports to the Director, CNSW.

Direct reports

Not applicable

Budget/Expenditure

Nil.

Essential requirements





- Tertiary qualifications in finance, economics or business or equivalent.
- Project management or transactional experience and a demonstrated ability to exercise leadership and influence in dealings with external stakeholders.
- Solid experience in delivering initiatives, strategies and solutions in a high-pressure environment.
- Demonstrated ability to communicate financial and commercial analysis clearly and effectively (verbally and in writing).
- Demonstrated ability and desire to work collaboratively as part of a team and strong interpersonal skills
- Sound understanding of best practice in risk analysis and mitigation.
- Government experience is desirable but not essential.

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	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced

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 Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences. Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • 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 • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects