

# Role Description

## Finance Business Partner



Planning,  
Industry &  
Environment

Cluster	Department of Planning, Industry and Environment
Agency	NSW Land and Housing Corporation
Division/Branch/Unit	Finance and Reporting Division / Business Performance
Location	Ashfield
Classification/Grade/Band	Clerk Grade 11/12
Role Number	PN50013993 and PN50012087
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	November 2019
Agency Website	<a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### 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.

*Future Directions for Social Housing in NSW (Future Directions)* sets out the Government's vision to transform the social housing system, with LAHC playing a critical role through the Communities Plus program which is delivering 23,000 social housing dwellings, 500 affordable housing and 40,000 private housing dwellings over 10 years.

Finance and Reporting Division's purpose is to manage LAHC's financial management, business reporting and financial and information systems functions.

### Primary purpose of the role

The Finance Business Partner (FBP) works alongside LAHC's business units, providing financial information, tools, analysis and insight to managers, challenging their thinking, helping them make more informed decisions and driving business strategy.

The FBP collaborates with key stakeholders to provide expert professional advice which results in effectively aligning financial management strategies and organisational objectives.

## Key accountabilities

- Collaborate with project teams to broker LAHC's finance function resources and expertise, ensuring that appropriate expert financial advice and guidance add value to decision making or responses to issues or events.
- Provide high level strategic, tactical and operational advice and support to the Divisional Executives to ensure their operations meet required standards of probity, equity and best practice in public administration and support the achievement of the Department and Government objectives.
- Lead and manage the preparation, dissemination and explanation of quality, timely and accurate management and financial reports for the assigned divisions, to meet divisional needs.
- Develop ground up budgets (Recurrent and Capital) for the assigned divisions, working closely with the business executives to ensure that the budgets reflect the division's business plans and remain within the budget allocation.
- Identify and report pressures in divisional budgets, work with the divisions to consider mitigating actions to reduce the impact.
- Provide advice as to the financial impacts arising from divisional initiatives, including assistance with costing, consideration as to the source of funding (what options are available, such as reprioritisation).
- Provide feedback into LAHC's finance function on behalf of the business unit by monitoring and assessing the effectiveness and efficiency of financial and accounting processes.

## Key challenges

- Build the confidence and support of stakeholders, clients, and peers to manage diverse and frequently urgent and competing business requests and demand deadlines.
- Developing a sound understanding of the complex environment in which LAHC operates, analyse critical issues and provide appropriate data to assist in developing clear responses to differing housing needs.
- Improving the level of budget/forecast and risk management understanding and raising the importance across the operations.

## Key relationships

Who	Why
<b>Internal</b>	
Director, Business Performance	<ul style="list-style-type: none"><li>• Receive broad guidance, exchange information and provide expert advice.</li></ul>
LAHC Project Teams	<ul style="list-style-type: none"><li>• Build and sustain effective working partnerships and facilitate their optimal engagement. Provide expert advice.</li></ul>
LAHC Finance & Reporting	<ul style="list-style-type: none"><li>• Work collaboratively with staff to achieve business outcomes.</li><li>• Participate in meetings to share information and provide input on issues.</li></ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"><li>• Consult, collaborate, exchange information and provide expert advice.</li></ul>

## Role dimensions

## Decision making

The Finance Business Partner is expected to operate with a high level of autonomy, subject to the requirements of agreed work plans. The position is accountable for the quality, integrity and accuracy of business insights and expert advice provided.

## Reporting line

Reports to the Director, Business Performance

## Direct reports

Nil

## Essential requirements

- Tertiary qualifications in business/finance/accounting as well as full CPA, CIMA, NIA or ACA membership.
- Strong understanding of property development / building construction industry in NSW.
- Strong experience in management accounting and financial analysis, reporting and budgeting.
- Strong experience in the use of budgeting systems, including data analysis, forecasting, and visualisation tools.
- Effective communication and presentation skills, particularly related to the collating of complex data, its analysis, and its transformation into cohesive useful information that is easily understood, i.e. the ability to translate the numbers into a business story.

## WHS Obligations

LAHC People Leaders are expected to:

- Provide a safe and healthy workplace for staff, visitors, contractors and tenants.
- Proactively manage work health and safety risks and carry out risk assessments to eliminate or control workplace hazards.
- Provide resources to implement controls to eliminate risks in your area of control.
- Ensure WHS hazards, incidents, injuries and near misses are investigated in a timely manner and appropriate controls implemented.
- Promote WHS awareness and ensure WHS training is undertaken by employees.
- Consult with WHS representatives on WHS issues.

## Important Information

All Departmental employees are required to comply with policies and guidelines for employment equity and diversity, ethical and fair workplace practices, work health and safety and, code of conduct to ensure professionalism in the workplace.

Appointments to the Department are subject to reference checks. Some positions may also be subject to a criminal record check and a working with children check.

Please visit the Department's website for further important information about the Department.






## 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](http://www.psc.nsw.gov.au/capabilityframework)

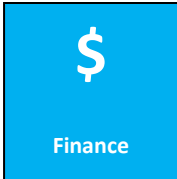
This role also utilises an occupation specific capability set which contains information from the Skills Framework for Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](http://www.psc.nsw.gov.au/capabilityframework/ICT)

## 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
 <b>Personal Attributes</b>	<b>Display Resilience and Courage</b>	<b>Advanced</b>
	<b>Act with Integrity</b>	<b>Advanced</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 <b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	<b>Finance</b>	<b>Advanced</b>
	<b>Technology</b>	<b>Advanced</b>
	Procurement and Contract Management	Adept
	Project Management	Intermediate
 <b>People Management</b>	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

## Occupation / profession specific capabilities

Capability Group	Capability Name	Level
	Finance Business Partnering	Level 3

## 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
<b>Personal Attributes</b> <i>Display Resilience and Courage</i>	Advanced	<ul style="list-style-type: none"> <li>Stay calm and act constructively in highly pressured and unpredictable environments</li> <li>Give frank, honest advice in the face of strong, contrary views</li> <li>Accept criticism of own ideas and respond in a thoughtful and considered way</li> <li>Welcome new challenges and persist in raising and working through novel and difficult issues</li> <li>Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues</li> </ul>
<i>Act with Integrity</i>	Advanced	<ul style="list-style-type: none"> <li>Model the highest standards of ethical behaviour and reinforce them in others</li> <li>Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>Ensure that others have a working understanding of the legislation and policy framework within which they operate</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 on reported breaches of rules, policies and guidelines</li> </ul>
<b>Relationships</b> <i>Communicate Effectively</i>	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> <li>Translate technical and complex information concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Actively listen and encourage others to contribute inputs</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in a range of styles and formats</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<i>Influence and Negotiate</i>	Advanced	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial win/win outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Pre-empt and minimise conflict within the organisation and with external stakeholders</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>• Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Business Enablers</b> <i>Finance</i>	Advanced	<ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>• Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>• Assess relative cost benefits of direct provision or purchase of services</li> <li>• Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>• Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>• Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>
<i>Technology</i>	Advanced	<ul style="list-style-type: none"> <li>• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Implement appropriate controls to ensure compliance with information and communications security and use policies</li><li>• Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes</li><li>• Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes</li><li>• Implement and monitor appropriate records, information and knowledge management systems protocols and policies</li></ul>

## Occupation / profession specific capabilities

Group and Capability	Level	Behavioural Indicators
<b>Finance</b> Business Partnering	Level 3	<ul style="list-style-type: none"><li>• Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities</li><li>• Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders</li><li>• Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers</li><li>• Engage with managers to provide coaching and technical advice around financial controls and actions related to budget variances</li><li>• Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business</li></ul>