

# Role Description

## Senior Project Cost Controller

|                           |  |
|---------------------------|--|
| Cluster                   | Transport  |
| Agency                    | Transport for NSW  |
| Division/Branch/Unit      | Infrastructure & Place / Commercial, Performance & Strategy / Program Management Group |
| Location                  | Sydney   |
| Classification/Grade/Band | Grade 9  |
| ANZSCO Code               | 221111   |
| PCAT Code                 | 1328391  |
| Date of Approval          | December 2015  |
| Agency Website            | <a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>                 |

### Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport Cluster. At Transport, we are passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has a higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we are delivering a \$41.5bn program – the largest this nation has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce which reflects the community and customers we serve.

### Primary purpose of the role

The primary purpose of the this role is to oversee, coordinate and manage the provision of financial performance analysis through effective and compliant cost attribution, financial control and reporting covering areas including budgeting, forecasting, accruals, journals, cash flow monitoring, as well as managing payments processing and cost recovery. As well as providing these services as a centralised function in the Program Management Group, the role of Senior Project Cost Controller may also be deployed to Programs/Projects

### Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change.
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Provide expert accounting and cost control across complex projects / programs of work with multiple stakeholder interests and interdependencies, raising standards and driving improvements in accounting management, process administration, in adherence with financial standards and delegations, in tracking variations, and in risk management

- Develop and drive agreement and compliance with business rules pertaining to project management costs at a project / program level, ensuring alignment of budget, commitment and cost, respecting business rules in relation to financial data validation
- Provide expert financial and cost controls advice in relation to contract management, including the management of variations, contractor certificates of currency, and invoice disputes on a regular /ad hoc basis
- Develop and implement realistic and sustainable plans for delivery of cost control within project / program teams and for improvement in service quality and sponsor satisfaction
- Identify and resolve current and emerging issues to improve the quality and efficacy of cost control as a value added function to project / program delivery teams
- Achieve and maintain high professional standards and timely turnaround / resolution of problem areas while complying with specified accounting standards in a complex regulatory environment
- Lead and coordinate Project Cost Controllers to ensure that financial policies, procedures and internal controls are effectively implemented and a robust financial control environment is in place consistent with PMO standards and other programs

## Key challenges

- Developing and maintaining strong working relationships with deployed specialist resources, project and branch management teams, and the wider TfNSW community to enhance technical knowledge
- Building effective relationships to understand customer needs and requirements to deliver customer focussed outcomes

## Key relationships

| Who   | Why  |
|---|--|
| <b>Internal</b>   |  |
| PMO Management; Project Management  | <ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on issues and resolutions</li> </ul>   |
| Work Team   | <ul style="list-style-type: none"> <li>• Participate in meetings to represent work group perspective and share information</li> <li>• Participate in discussions and decisions regarding implementation of innovation and best practice</li> </ul> |
| <b>External</b>   |  |
| Other Divisions within TfNSW, Service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations | <ul style="list-style-type: none"> <li>• Participate in forums, groups to represent agency and share information</li> <li>• Provide advice and respond to requests for information</li> </ul>  |

## Role dimensions

### Decision making

As per the delegations for the role

## **Reporting line**

This role reports directly to the Associate Director Division Finance & Funding

## **Direct reports**

The Program Management Group position manages a team of Project Cost Controllers.

Senior Project Cost Controllers deployed to a Program/Project may have Project Cost Controllers reporting to them, in accordance with Program/Project resourcing levels

## **Budget/Expenditure**

The budget/expenditure allocation for the role is to be confirmed

## **Essential requirements**






Tertiary qualifications in Accounting, Commerce or in a related discipline and eligible for, or progressing towards, membership of a recognised professional accounting body

## **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)

## **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           |
| <br>Personal Attributes | Display Resilience and Courage             | Adept           |
|  | <b>Act with Integrity</b>                  | <b>Adept</b>    |
|  | Manage Self                                | Adept           |
|  | Value Diversity                            | Adept           |
| <br>Relationships       | Communicate Effectively                    | Adept           |
|  | <b>Commit to Customer Service</b>          | <b>Adept</b>    |
|  | <b>Work Collaboratively</b>                | <b>Adept</b>    |
|  | Influence and Negotiate                    | Adept           |
| <br>Results             | <b>Deliver Results</b>                     | <b>Advanced</b> |
|  | Plan and Prioritise                        | Adept           |
|  | Think and Solve Problems                   | Adept           |
|  | <b>Demonstrate Accountability</b>          | <b>Adept</b>    |
| <br>Business Enablers  | <b>Finance</b>                             | <b>Advanced</b> |
|  | Technology                                 | Adept           |
|  | <b>Procurement and Contract Management</b> | <b>Adept</b>    |
|  | Project Management                         | Adept           |
| <br>People Management | <b>Manage and Develop People</b>           | <b>Advanced</b> |
|  | 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   |
| <b>Personal Attributes</b><br>Act with Integrity | Adept | <ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> </ul> |

## NSW Public Sector Capability Framework

| Group and Capability                               | Level    | Behavioural Indicators   |
|--|----------|--|
| <b>Relationships</b><br>Commit to Customer Service | Adept    | <ul style="list-style-type: none"> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>   |
| <b>Relationships</b><br>Work Collaboratively       | Adept    | <ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>   |
| <b>Results</b><br>Deliver Results                  | Advanced | <ul style="list-style-type: none"> <li>Drive a culture of achievement and acknowledge input of others</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control output of business unit to ensure government outcomes are achieved within budget</li> <li>Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>   |
| <b>Results</b><br>Demonstrate Accountability       | Adept    | <ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul> |

## NSW Public Sector Capability Framework

| Group and Capability  | Level    | Behavioural Indicators  |
|---|----------|---|
| <b>Business Enablers</b><br>Finance                             | 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> |
| <b>Business Enablers</b><br>Procurement and Contract Management | Adept    | <ul style="list-style-type: none"> <li>• Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>• Develop well written, well-structured procurement documentation that clearly sets out the business requirements</li> <li>• Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective</li> <li>• Be aware of procurement and contract management risks, and what actions are expected to mitigate these</li> <li>• Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>• Escalate procurement and contract management issues where required</li> </ul>                    |
| <b>People Management</b><br>Manage and Develop People           | Advanced | <ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Provide timely, constructive and objective feedback to staff</li> <li>• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>   |