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| Role Description  **Senior Business Advisor** |  |

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| **Cluster** | **Planning Housing and Infrastructure** |
| **Agency** | **Department of Planning Housing & Infrastructure** |
| **Division/Branch/Unit** | **Corporate Services / Office of the Deputy Secretary** |
| **Role number** | **tbc** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **ANZSCO Code** | **221111** |
| **PCAT Code** | **1229192** |
| **Date of Approval** | **March 2020 (updated August 2022; March 2024)** |
| **Agency Website** | **www.dpie.nsw.gov.au** |

# Agency overview

**The Department of Planning, Housing and Infrastructure are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.**

Primary purpose of the role

The Senior Business Advisor provides high level business and financial advisory services for assigned divisions, including internal budgeting and forecasting, labour analytics, capital reporting and planning, divisional management reporting, business case development and coordination of risk and savings plans.

The role also provides high level accounting support services including the review of all general ledger accounts, for nominated Divisions within the Department and related entities to ensure consistent reconciliation and consistency with management reporting information and requirements.

# Key accountabilities

* Analyse detailed transactions and develop and prepare monthly financial management and dashboard reports in consultation with senior executives and managers to enable decisions and implementation of mitigation strategies regarding progress or variances against budgets and forecasts.
* Provide timely, expert financial and accounting information and advice to the Manager Business Advisory and develop budgets and monthly budget forecasts for assigned functional areas to meet the financial and business performance requirements of the Cluster. This includes month end reporting and other ad hoc information and reporting requests.
* Provide financial performance, accounting, cash management, savings target and business monitoring and analysis to support management to understand and make decisions about current and future business performance.
* Prepare all Corporate Service Catalogue costing requests including costing model(s) design, build and ongoing maintenance.
* Build the confidence and support of stakeholders, clients and peers to manage diverse and frequently urgent and competing business requests and demand deadlines in a complex, demanding environment of significant change
* Research and resolve enquiries and complex, new or emerging issues and provide advice, recommendations and options for resolution, including innovative ideas to improve process and internal control efficiency and performance.
* Prepare complex and detailed briefing notes, reports, policies and procedures, and other material as required by the Manager Business Advisory on issues of significance relating to financial accounting and reporting.
* Identify and deliver finance and related initiatives in partnership with other stakeholders and teams to build performance that supports people and business objectives.

Key challenges

* Prepare and finalise accurate and detailed budgets, accounts and management reports in a timely manner to meet corporate and internal business partners’ requirements.
* Build and maintain costing models that support the pricing of the Corporate Services Catalogue
* Build the confidence and support of stakeholders, clients and peers to manage diverse and frequently urgent and competing business requests and demand deadlines in a complex, demanding environment of significant change.

Key relationships

| **Who** | **Why** |
| --- | --- |
| **Internal** |  |
| Manager Business Advisory / Group Finance and Director, Business Advisory / Group Finance | * Liaise to receive instructions and understand work priorities. * Assist provision of financial and budgetary support in the Branch’s role as financial business partner to the Department and senior management. * Keep informed of and provide advice and recommendations on new or emerging issues. * Contribute to work program development, business process improvement and team business outcomes. |
| Division / Entity Executives and Senior Managers | * Develop and maintain effective collaborative relationships. * Provide high level strategic advice and support on business area financial management and sustainability. * Liaise to understand changing business or program needs and to monitor timelines for reporting deadlines. * Provide information and support to interpret financial policies, frameworks, regulations and principles and procedures. |
| Team member | * Provide leadership, guidance, professional advice and support to manage workloads and resolve complex or demanding service requests * Work collaboratively to achieve business outcomes. * Provide constructive performance feedback and develop skills. * Encourage contribution of ideas to improve branch / team, program, service delivery and work performance and outcomes. |
| Shared service functions | * Develop and maintain effective working relationships. * Liaise to maintain financial information within business requirements. |

# Role dimensions

## Decision making

## The Senior Business Advisor:

## receives advice and guidance from the Manager Business Advisory and from Divisional managers and has responsibility for delivering team work priorities within the overall agreed work program

## is required to comply and make decisions and recommendations within applicable sector and Department legislation, financial policy, frameworks and procedures, Treasurer Directions, financial delegations and professional practice standards

## is accountable and responsible for the effective management and use of human and financial resources within set budget and resource parameters

## Reporting line

Reports to the Manager Business Advisory

## Direct reports

Nil presently but the role may evolve to having direct reports

## Budget/Expenditure

Nil

Key knowledge and experience

# Knowledge of the application of the Government Sector Finance Act 2018, Treasurer's Directions and Australian Accounting Standards, with a broad understanding of relevant Government policies

# Expertise in a management reporting, budgeting and Finance business partnering role.

# Knowledge of and demonstrated experience in financial management and accounting principles and practices.

Essential requirements

* Relevant tertiary qualification and eligibility for membership of a recognised professional accounting body such as CPA Australia or Institute of Chartered Accountants in Australia.

Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
| --- | --- | --- | --- |
| 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 and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| relationships | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | Use facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements and be open to compromise  Keep discussions focused on the key issues | Intermediate |
| 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 |
| business-enablers | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management  Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound  Assess relative cost benefits of various purchasing options  Promote the role of sound financial management and its impact on organisational effectiveness  Obtain specialist financial advice when reviewing and evaluating finance systems and processes  Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner | Advanced |

## 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.

| **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 | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |