# Department of State Growth

# Statement of Duties

Position Title: Manager Budget & Program Support

Position number: 372025

Award/Agreement: Tasmanian State Service Award

Classification level: General Stream Band 7

Division/branch/section: State Roads – Support Services

Supervisor: Manager Support Services

Location: South

Employment status: Flexible

*We are a diverse and inclusive workplace that understands the importance of flexibility. Talk to us about what flexibility may look like for you.*

### Position Objective

Provide definitive advice, recommendations and support to Senior Managers in relation to the development, documentation and reporting of the budget for the Roads Program and the Group’s operations.

### Major Duties

* Manage all budget support activities from all sources of funds within Transport Services Group including management of the Budget Support Team (human, physical and financial resources) and the provision of expert advice and budget support to the senior managers in the Transport Services Group.
* Support the General Manager State Roads with (leading) the allocation of funding from the Capital Investment Program budget and other funding sources in accordance with public sector principles and practices including:
* Provision of high level executive support to the State Road’s Program Executive Group with regard to the planning, monitoring, coordination and reporting of the Capital Expenditure Program; and
* Provision of specialised expert advice and support to the General Manager State Roads in the monitoring and reporting of all financial aspects of the Roads program, including funding allocations and emerging budgetary issues.
* Develop, implement and maintain policies, systems and procedures to effectively administer processes associated with budget support.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

This position is responsible for managing budget support activities and for the provision of accurate and timely advice and recommendations on the financial status of the Roads Program and the Transport Services Group operational budget.

The occupant is required to work collaboratively with other areas of the Department and is responsible for leading small project teams within the Division focussed on business improvements.

The position is required to operate independently with limited supervision from the Manager Support Services who will work with the occupant to determine key priorities and objectives of the position.

The position operates out of an office based environment in Hobart, however some interstate travel may be required.

### Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. High level capacity to research, analyse and identify emerging issues and associated risks in a finance/budget context, together with the ability to report to non-financial managers in a clear and concise manner.
2. High level accounting skills, including detailed understanding of public sector financial management practices and budget processes and experience in the preparation, monitoring and reporting of Capital Investment Programs.
3. Highly developed interpersonal skills with proven experience and ability in influencing, consulting and negotiating.
4. Demonstrated outcomes focus, together with strategic and conceptual skills.
5. Extensive knowledge and experience in Finance systems administration with the proven ability to manage multiple tasks concurrently, meet deadlines, and adapt to changing situations.

### Position Requirements

#### Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

* *Nil*

#### Essential

Evidence of the following must be provided prior to appointment to this role:

* *Nil*

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

#### Desirable

* Tertiary qualifications in a finance related discipline*.*

### Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department’s website (http://www.stategrowth.tas.gov.au/)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; o*ur decisions* which are based on sound principles; and o*ur clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

* ***Teamwork*** – our teams are diverse, caring and productive
* ***Respect*** – we are fair, trusting and appreciative
* ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
* ***Integrity*** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)](http://www.dpac.tas.gov.au/divisions/ssmo)