



Commercial Performance Manager

Position Detail

Reports To	Commercial & Business Performance Manager	Group	Aviation Rescue Fire Fighting Service (ARFFS)
Classification	OLR	Location	Canberra
Reports – Direct Total	10		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As a leader within the ARFFS Commercial & Business Performance branch, you will manage the Commercial Performance business unit with responsibility for delivering efficient and effective financial and commercial services. Accountabilities include financial and management reporting, forecasting, budget planning, complex financial analysis, contract management, procurement and supplier relationship management.

You will form an integral part of the ARFFS and Airservices' leadership team; you will lead a high-performing and accountable team; and continue to deliver Airservices record of Safety, Environmental, WHS, Risk and Compliance excellence.

You will ensure ARFFS executes its financial responsibilities in accordance with all applicable internal and external rules. In addition you will provide financial services that fosters a strong business performance culture while promoting innovation and achievement of strategic initiatives.

As the Commercial Performance Manager you will contribute to the design and implementation of initiatives.

Accountabilities and Responsibilities

Position Specific

- Lead the group's financial responsibilities, including financial and management reporting, forecasting, analytics and budget planning.
- Manage the financial analysis/reporting for the ARFFS Project Portfolio

- Develop and deliver ARFFS operational and business reporting including KPIs and Dashboards.
- Coordinate ARFFS input into Enterprise reports
- Lead the Commercial advisory functions within ARFFS including:
 - Procurement and supplier relationship services
 - Sourcing and contract management activities
 - Supplier relationship management
 - Property portfolio management
- Analyse key initiatives and strategic objectives including options, costs, risk and benefits.
- Manage financial/cost modelling for the group's key initiatives
- Ensure compliance with Airservices' financial and commercial frameworks including ensuring effective controls are in place

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Foster a work environment and culture with a strong focus on service delivery and high performance
- Develop work performance agreements for direct reports, monitor performance and provide effective feedback to improve the performance of individuals and the team over time
- Develop the capabilities of team members for their current role and manage and improve your own performance
- Ensure all training requirements for finance staff are up to date

Compliance, Systems and Reporting

- Comply with and monitor adherence to enterprise governance systems and policies

Safety

- Demonstrate safety behaviours consistent with enterprise strategies
- Model appropriate safety behaviours and discharge accountabilities as per Airservices Safety Management System policies and procedures

Key Performance Indicators

Efficient, Effective and Accountable

- Efficient management of group's financial budget responsibilities
- Timely and effective input into Enterprise financial reports
- Management and timely delivery of assurance activities for ARFFS

Commercial

- Delivery of finance component for all ARFFS strategic and commercial initiatives

Safety

- Compliance with safety, risk, environmental and any other standards

Key Relationships

- Provide financial and commercial leadership to ARFFS DREs and OLRs
- Engage with Enterprise Services Group to ensure frameworks are fit-for-purpose for the ARFFS business group

Skills, Competencies and Qualifications

- 10 years' experience in an accounting or commercial related discipline.
- Demonstrated ability to work in a fluid and developing environment and drive financial discipline resulting in commercial outcomes.
- Demonstrated ability to provide pragmatic commercial advice to enable delivery of strategic initiatives.
- The ability to undertake complex financial analysis within uncertain parameters while ensuring financial obligations are met.
- Ability to influence and to present information to groups of senior staff.
- Extensive experience in management reporting and analysis as well as the ability to deliver accurate and timely business information.
- Extensive experience in procurement, contract management and supplier relationship management.
- Proven ability to deliver value for money outcomes through commercial arrangements
- Prior use of SAP R/3 and SAP Business Warehouse.
- Advanced Excel spreadsheet skills.
- Ability to think analytically and to manage conflicting priorities.
- Ability to lead a team of professionals to deliver outcomes.
- Essential: Accounting or business related Tertiary qualification
- Desirable: Membership of a recognised Accounting body (CAANZ/CPA).

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.