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| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Corporate Services/Infrastructure & Assets/Commercial Operations | |
| **Location** | Parramatta/Sydney | |
| **Classification/Grade/Band** | Clerk Grade 5/6 | |
| **Role Number** | TBC | |
| **ANZSCO Code** | 132211 | |
| **PCAT Code** | 1223337 | |
| **Date of Approval** | 18 December 2019 | **Ref:** **IA0021** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

**Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# Primary purpose of the role

Contribute to delivering team’s assigned budgeting and financial reporting accountabilities and priorities in order to achieve compliance with Departmental policies, statutory requirements and external regulators.

# Key accountabilities

* Utilise appropriate systems and processes to review, maintain and manage accounting and financial information to facilitate a robust and consistent approach to financial management and reporting across the division, ensuring compliance with Departmental objectives, government policy, accounting standards and statutory requirements.
* Undertake tasks to enable reporting and analysis specific to the team’s role in Departmental end-to-end financial planning, budgeting, forecasting and reporting functions to understand and optimise the whole of Department financial position.
* Educate and support relevant business areas to develop financial capability and improve confidence and accountability in financial business decision making in order to promote a consistent financial management approach across the Department.
* Participate in the development of management reporting systems and accounting methods to improve existing procedures and the communication of management information.
* Establish and maintain effective working relationships with key internal and external stakeholders, including senior managers and service delivery divisions to exchange information, obtain cooperation and support and provide financial advice.
* Work effectively with team members towards mutual continued development and to provide feedback to each other on tasks undertaken.

# Key challenges

* Developing a detailed understanding of accounting, financial and budgeting procedures and methodologies.
* Ensuring financial reporting and advice is accurate, reliable and high quality to support effective decision making.
* Maintaining a detailed and current knowledge of the Australian Accounting Standards, Treasury Directions and the Public Finance and Audit Act.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Line Manager | * Report directly to Line manager * Seek direction, advice and support * Provide information and feedback |
| Team Members | * Provide information and advice * Provide an effective and valuable two way liaison |
| Other Divisions | * Liaise to ensure the provision of timely and accurate advice when requested * Develop and maintain effective working relationships * Negotiate/agree on timeframes |
| Clusters | * Liaise to ensure consistent engagement with service delivery planning and service providers * Develop and maintain effective working relationships * Negotiate/agree on timeframes |
| **External** |  |
| Non-government Organisations | * Engage with service providers |
| Community | * Engage with service providers and client groups |

# Role dimensions

## Decision making

The role:

• Works with some supervision to set priorities of own workload in alignment with management.

• With some management guidance develops a suitable approach in managing workload and provision of advice and input team planning and projects.

• Responsible for determining own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own workload.

• Ensures a course of action is suitable and based on sound evidence, as required to management or senior staff in the absence of complete information or where expert advice is required.

## Reporting line

Varies - Refer to organisation chart

## Direct reports

## Nil

## Budget/Expenditure

# Nil

# Essential requirements

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# 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 logo | **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 * Support a culture of integrity and professionalism * Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct * Recognise and report misconduct and illegal and inappropriate behaviour * Report and manage apparent conflicts of interest and encourage others to do so | | | | Intermediate |
| Personal Attributes logo | **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | * Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs * Seek participation from others who may have different backgrounds, perspectives and needs * Be open to different perspectives and experiences in generating ideas and solving problems * Adapt well in diverse environments * Respond constructively to feedback regarding observations of bias in language or behaviour | | | | Intermediate |
| Relationships logo | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | * Focus on providing a positive customer experience * Support a customer-focused culture in the organisation * Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers * Identify and respond quickly to customer needs * Consider customer service requirements and develop solutions to meet needs * Resolve complex customer issues and needs * Cooperate across work areas to improve outcomes for customers | | | | Intermediate |
| Relationships logo | **Work Collaboratively**  Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration * Build cooperation and overcome barriers to information sharing and communication across teams and units * Share lessons learned across teams and units * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work * Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | | | | Adept |
| Results logo | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | * Be proactive in taking responsibility and being accountable for own actions * Understand delegations and act within authority levels * Identify and follow safe work practices, and be vigilant about own and others’ application of these practices * Be aware of risks and act on or escalate risks, as appropriate * Use financial and other resources responsibly | | | | Intermediate |
| Business Enablers logo | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | * Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending * Consider financial implications and value for money in making recommendations and decisions * Understand how financial decisions impact the overall financial position * Understand and act on financial audit, reporting and compliance obligations * Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these | | | | Intermediate |

# 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 is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Foundational |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationships logo |  |  |  |
| Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Business Enablers logo |  |  |  |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective project planning, coordination and control methods | Foundational |