

Role Description

Director, DRFA Claims and Assurance



Cluster	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Finance and Strategy / Enabling Services Group
Role number	51003602
Classification/Grade/Band	Band 1
ANZSCO Code	139999
PCAT Code	3119192
Date of Approval	May 2025
Agency Website	www.nsw.gov.au/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, NGOs, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

The Director, DRFA Claims and Assurance leads the management of processes for NSW to claim reimbursements and contributions under the Disaster Recovery Funding Arrangements (DFRA) 2018. The role is critical to the State achieving compliance with Commonwealth disaster funding requirements and enabling contributions that represent a material investment in NSW services. The role collaborates widely across Commonwealth, NSW Government agencies, and the RA to manage the submission of DRFA expenditure claims and reconstruction estimates to the Commonwealth on a quarterly basis and to manage State and Commonwealth assurance processes required to successfully acquit expenditure under DRFA.

Key accountabilities

- Oversee reporting to the National Emergency Management Authority (NEMA) of forecast and actual expenditure that is eligible to be claimed under the DRFA.
- Lead and direct State and Commonwealth assurance processes required to be completed as part of the DRFA claims process.
- Manage and lead the provision of advice, training and targeted support to RA and NSW Government partner agencies to ensure evidence is available and accessible for program assurance.
- Lead processes to assure claimed expenditure for historic DRFA programs, including oversight of the remediation of issues identified in historical audits.

- Develop and maintain processes and related governance controls to ensure the proper and timely recording of eligible natural disaster claims by expenditure category, type and disaster and provide 'one source of truth' information.
- Contribute subject matter expertise to the design and delivery of disaster recovery and reconstruction programs to ensure they are compliant with DRFA requirements.
- Provide leadership and model collaborative behaviour as part of the Authority's leadership team, ensuring strategic and operational coordination with subject matter experts, regional staff, legal advisors, financial experts and communications and engagement across the Authority to provide integrated and efficient products, services and advice.
- Exercise any other leadership and delivery responsibilities as required to ensure the Authority meets its strategic objectives and the communities of NSW are supported in preparing for, adapting to and mitigating disaster risks and in recovering and rebuilding after disaster.

Key challenges

- Maximising the effectiveness of NSW agencies in recovering costs under the DRFA through a coordinated program of improvements in information, administration, coordination and relationships.
- Ensuring the probity and efficiency of funding administration in the context of disaster situations, low-information stakeholders and competing imperatives.
- Operating in a complex environment with multiple sources of authority, high levels of specialist expertise, and competing interests.

Key relationships

Who	Why
Internal	
Leadership Team and Senior Executives	• Provide expert advice and influence decision making, create buy-in, share accountability and resolve conflicts • Participate in the formulation of division strategies and solutions, and information sharing
Executive Director	• Provide expert advice, counsel and recommendations, to influence organisational decisions and initiatives • Report on progress towards division objectives and discuss future directions, seek and take direction and discuss future initiatives
Direct reports	• Inspire and motivate, provide leadership, direction and support • Set overall performance expectations and oversight of the implementation of effective performance management frameworks and processes
Branch staff	• Provide leadership to ensure seamless, planning and delivery of programs and projects to ensure they are high quality and fit for purpose • Establish and foster effective working relationships and open channels of communication across the RA • Consult and liaise as appropriate to ensure collaborative and integrated solutions
External	
Government agencies	• Establish professional networks and relationships to maintain currency, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues • Leverage continuous improvements in planning approaches, tools or processes
Vendors and Consultants	• Build an accountable, efficient, and effective relationship and explore expanded relationships.

Who	Why
	- Explore potential opportunities to improve efficiency and effectiveness through alternative delivery models. - Negotiate commercial arrangements.

Role dimensions

Decision making

The role has considerable autonomy and influences decisions in relation to strategic financial management, grants assurance, funding proposals and procurement and contract management.

The Director is required to make decisions regarding staffing allocation and effective management of the budget including exercising financial delegations, monitoring, and reporting on budget performance.

Reporting line

Executive Director, Finance and Strategy (CFO)

Direct reports

Up to 6 direct reports.

Budget/Expenditure

- Financial Delegation: As per agency financial delegations
- Administrative Delegation: As per delegations' manual.

The operating budget of the Funding Arrangements team is currently approximately \$4 million per annum.

Role is responsible for the administration of the NSW Disaster Relief Account which averages expenditure in excess of \$1 billion per annum for various recovery, reconstruction and risk reduction programs. Role has indirect budget accountability for this.

Knowledge and experience

- Understanding of management systems and control frameworks in a complex policy and multi agency ecosystem
- Judgment and initiative in managing complex and sensitive issues, with competing stakeholder views.

Essential requirements

- Tertiary accounting or finance qualification and CPA/CA qualified or equivalent experience.

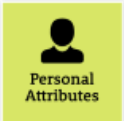
Capabilities for the role

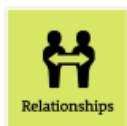
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	- Remain composed and calm and act constructively in highly pressured and unpredictable environments - Give frank, honest advice in response to strong contrary views - Accept criticism of own ideas and respond in a thoughtful and considered way - Welcome new challenges and persist in raising and working through novel and difficult issues - Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues	Advanced
 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

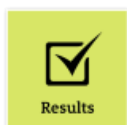


Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy
- Use sound arguments, strong evidence and expert opinion to influence outcomes
- Determine and communicate the organisation's position and bargaining strategy
- Represent the organisation in critical and challenging negotiations, including those that are cross-jurisdictional
- Achieve effective solutions when dealing with ambiguous or conflicting positions
- Anticipate and avoid conflict across organisations and with senior internal and external stakeholders
- Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution

Highly
Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement
- Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues
- Identify and evaluate organisation-wide implications when considering proposed solutions to issues
- Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact
- Ensure effective governance systems are in place to guarantee quality analysis, research and reform

Highly
Advanced



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Advocate for committed outcomes to be considered in decision making for project prioritisation and resourcing decisions
- Define organisational directions and set priorities and business plans, referring to key financial indicators and non-financial committed outcomes
- Anticipate operational and capital needs, and identify the most appropriate financing and funding strategies to meet them
- Ensure that the organisation informs strategic decisions with appropriate advice from finance and risk professionals
- Establish effective governance to ensure that financial resources are used ethically and prudently across the organisation

Highly
Advanced

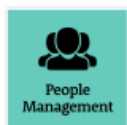


Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

- Ensure that employees and contractors apply government and organisational procurement and contract management policies
- Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions
- Promote effective risk management in procurement
- Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes
- Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors

Advanced



Optimise Business Outcomes

Manage people and resources effectively to achieve public value

- Engage in strategic and operational workforce planning that effectively uses organisational resources to achieve business goals
- Resolve any barriers to recruiting and retaining people of diverse cultures, backgrounds and experiences
- Encourage team members to take calculated risks to support innovation and improvement
- Align systems and processes to encourage improved performance and outcomes

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
 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	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Advanced
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Advanced
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Advanced
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Advanced
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept