# A red flower with blue text  AI-generated content may be incorrect.Role Description

# Associate Director, Financial Planning and Analysis

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| **Role Description Fields** | **Details** |
| **Cluster** | **Planning, Housing and Infrastructure** |
| **Department/Agency** | **Department of Planning, Housing and Infrastructure** |
| **Division/Branch/Unit** | **Bradfield Development Authority** |
| **Role number** | **TBC** |
| **Classification/Grade/Band** | **Clerk Grade 11/12** |
| **ANZSCO Code** | **221111** |
| **PCAT Code** | **1333237** |
| **Date of Approval** | **May 2025** |
| **Agency Website** | **https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure** |

## Agency overview

The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW. To achieve this, we:

* create vibrant, productive spaces and precincts;
* manage lands, assets and property effectively; and
* deliver affordable and diverse housing.

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 builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities.

The Bradfield Development Authority (BDA) is building a stronger future for Western Sydney by delivering Bradfield City Centre and attracting investment to the Western Sydney Aerotropolis. We work with all levels of government, industry, and the community to realise the once-in-a-generation opportunities the new 24/7 Western Sydney International (Nancy-Bird Walton) Airport and the surrounding Western Sydney Aerotropolis precinct.

The Authority is leading the development of one of the country’s most ambitious and exciting projects – Bradfield City Centre, located in the heart of the Aerotropolis. We also focus on investment attraction and driving economic opportunities for the benefit of the Aerotropolis and the wider region. The Advanced Manufacturing Research Facility (AMRF) supports local manufacturers and new industries of the future.

## Primary purpose of the role

The role strategically partners with business units to provide Executive Directors and Managers with the tools , advice, insight and financial analysis required for efficient decision making and the development of informed business strategy

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## Key accountabilities

* Collaborate and partner with key internal and external stakeholders, including senior executives, project and operational teams by providing guidance and strategic and operational advice and support to ensure financial management strategies are aligned to divisional and organisational objectives.
* Provide financial analysis, advice and recommendations to inform senior management decision making in relation to financial impacts of divisional initiatives, costing assistance, funding sources and available options such as reprioritisation.
* Leads and manages the consolidated budgeting process, develops bottom-up budgets, data analysis, forecasting and visualisation tools and monitors budget and financial controls to ensure alignment with business objectives.
* Raise awareness across business units of the importance in enhancing budget , fand improve knowledge of forecast and risk management processes
* Collate complex data into cohesive relevant information that is easily understood which provides a coherent and informative narrative in regards to financial position/performance ,enabling the business to make informed decisions.
* Lead and manage the preparation, distribution and explanation of quality, timely and accurate management and financial reports to meet business unit and organisational needs, including reporting to Board and Committees, senior executives and business units, Principal Department and NSW Treasury (PRIME).
* Manage key external relationships with the Principal Department and NSW Treasury.
* Support best practice in financial and accounting policies and procedures, by identifying emerging financial issues, monitoring trends and proactively improving processes and systems to maximise the efficiency and effectiveness of these activities across the organisation.

## Key challenges

* Managing workload, including frequently urgent and competing business requests and deadlines
* Working with NSW Treasury to manage cashflow budgeting and forecasting to ensure appropriate funding in a complex environment.
* Balancing the strategic and forward-looking objectives of the capital works program with current demands and obligations.

## Key relationships

**Internal**

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| --- | --- |
| Who | Why |
| CFO | * Receive direction and support
* Receive advice and report on progress towards business objectives and discuss future directions
* Identify emerging issues/risks and their implications and propose solutions
* Escalate issues, keep informed, advise and receive instructions
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| Direct Reports | * Develop collaborative working relationships
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| Senior Executives, Directors, and Managers  | * Provide financial analysis and information for decision making
* Receive information contributing to analysis
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**External**

|  |  |
| --- | --- |
| Who | Why |
| NSW Treasury and Cluster Department  | * Provide reporting as required
* Establish networks to enable performance benchmarking, monitor market trends and maintain currency in best practice financial management approaches.
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| Audit Office NSW | * Provide support and advice in relation to audit processes and information requests
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| Other NSW Government Agencies | * Collaborate on cross agency or whole of government projects/programs
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## Role dimensions

### Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes strategic operational priorities in consultation with the CFO. The position holder is expected to deliver assigned projects on time and is fully accountable for the quality, integrity and accuracy of expert advice provided. The decisions made must be consistent with public sector values and corporate policies, priorities and industrial frameworks.

### Reporting line

This role reports to the Chief Financial Officer

### Direct reports

Up to 2

### Budget/Expenditure

Nil

## Essential requirements

* Tertiary qualifications in Finance and CPA/CA or other relevant postgraduate qualification.
* Proven experience in leading and managing financial management in a complex and fast paced environment (especially budgeting and forecasting)
* Proven financial modelling and analysis experience at a senior level
* Proven experience in dealing with a large number of stakeholders and advisors with diverse disciplinary backgrounds.

## 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 | Model the highest standards of ethical and professional behaviour and reinforce their useRepresent the organisation in an honest, ethical and professional way and set an example for others to followPromote a culture of integrity and professionalism within the organisation and in dealings external to governmentMonitor ethical practices, standards and systems and reinforce their useAct promptly on reported breaches of legislation, policies and guidelines | Intermediate |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Advanced |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Recognise outcomes achieved through effective collaboration between teamsBuild cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across governmentFacilitate opportunities to engage and collaborate with stakeholders to develop joint solutionsNetwork extensively across government and organisations to increase collaborationEncourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
| results | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Intermediate |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the links between the business unit, organisation and the whole-of-government agendaEnsure business plan goals are clear and appropriate and include contingency provisionsMonitor the progress of initiatives and make necessary adjustmentsAnticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriatelyConsider the implications of a wide range of complex issues and shift business priorities when necessaryUndertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning | Advanced |
| 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 managementIdentify and analyse trends, review data and evaluate business options to ensure business cases are financially soundAssess relative cost benefits of various purchasing optionsPromote the role of sound financial management and its impact on organisational effectivenessObtain specialist financial advice when reviewing and evaluating finance systems and processesRespond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner | Advanced |
| business-enablers | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksUse available technology to improve individual performance and effectivenessMake effective use of records, information and knowledge management functions and systemsSupport the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |
| people-management | **Optimise Business Outcomes**Manage people and resources effectively to achieve public value | Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectivesAllocate resources to ensure the achievement of business outcomes and contribute to wider workforce planningWhen planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiencesEnsure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector contextMonitor performance against standards and take timely corrective actionsKeep others informed about progress and performance outcomes | Adept |

## Occupational Specific Focus Capabilities

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| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| finance-professionals-capability-set | **Management Accounting**Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections | Apply the principles of budgeting and forecasting to business planning and performance measurement Critically review and interpret forecast and budget data provided by non-finance staff, forecasting trends and analysing variances to prepare budget forecasts Identify relevant financial and non-financial data, both past and projected and locate additional financial data to develop comprehensive financial analyses Develop complex reports and analyses to enable informed decision making by management and/or other internal users Present and interpret complex financial information and analysis to support organisation decision-making Develop comprehensive budgets and forecasts in accordance with the procedures adopted by the organisation and consistent with sector standards  | Level 3 |

## 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 | Advanced |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Advanced |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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 | Adept |
| people-management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Adept |