

CLARENCE VALLEY COUNCIL

Position Description

Manager Finance & Systems

Directorate	Corporate & Governance
Location	Grafton
Classification/Grade/Band	Band 4 Level 3 - Grade 19
Position Code	
Date position description approved	19 May 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Manager Finance & Systems is responsible for leading multidisciplinary teams that deliver corporate financial responsibilities within a robust framework, organisational efficiencies through integrated corporate systems and a strategy that effectively delivers information and communication technology solutions to support a diverse range of services, while identifying and advising on associated risks to ensure informed decision making by the executive management team.

Key accountabilities

Within the area of responsibility, this role is required to:

- Create and provide a dynamic environment of effective leadership and management to the team to build resilience and agility in meeting competing deadlines and balancing long and short term objectives.
- Provide strategic leadership of financial management, reporting and compliance responsibilities to deliver forecasting, budgeting, and variance analysis, and data interpretation of business impact and results.
- Collaborate with the executive/management teams to drive an organisational culture of effective budget management and efficient, value-add procurement practice.
- Develop and maintain a team culture of active business partnering with the other business units to provide strategic advice that delivers effective information technology solutions to business and service delivery problems.
- Plan and implement corporate system strategy that meets organisational objectives, creates integrated system efficiencies, fulfills end user requirements for effective process management and capacity to deliver customer focussed services.
- Identifying risks, improvements and opportunities relating to the performance of existing frameworks, systems and infrastructure so that the impact on the organisation is mitigated.

Key challenges

- Provide transparent and high quality financial and procurement support services and information technology solutions to meet the diverse needs of the workforce located across a large geographical area requires proven capacity to engage, plan and deliver.
- Creating momentum and enthusiasm for continuous improvement within a multi-disciplinary workforce requires a leader who is energetic and has proven capacity to articulate the goals, and involve and motivate individuals.
- Delivering organisational efficiencies through process and system development requires a manager who builds relationships with colleagues and peers to understand critical hurt points and balances strategic thinking with an understanding of operational effectiveness.

Key internal relationships

Who	Why
Director Corporate & Governance and Executive team	Communicate information and provide risk management advice in relation to corporate performance, failures and exceptions that may have an impact on overall results for the organisation.
Managers	<p>To collaborate on, and seek input to, financial management and budget development processes and technology improvements.</p> <p>Evaluate internal client satisfaction levels with the quality of financial management, budgetary, analytical and financial risk management advice, technology services and corporate system performance to inform decision making at senior management level.</p> <p>Celebrate Service successes and achievements as a key member of the senior management team.</p>
Staff	<p>Inspire, motivate, support and lead the team to work collaboratively to achieving Finance and System objectives in a timely, efficient and professional manner.</p> <p>Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.</p>
Councillors	Provide advice that informs and supports strategic financial management and access to information technology facilities and services for those facilities.

Key external relationships

Who	Why
Government Agencies, Auditors, vendors, customers, members of the public and other stakeholders	<p>Ensure strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other Government stakeholders and central agencies.</p> <p>Maintain currency of knowledge and awareness of statutory obligations and reporting requirements.</p> <p>Represent agency interests and provide timely response and advice as required.</p>

Key dimensions

Decision making

The position is responsible for all decisions relating to the day to day operations of the section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the director and executive team.

Reports to	Director Corporate & Governance
Direct reports	5 Direct reports including: Coordinator Revenue Coordinator Strategic Procurement Financial Accountant Coordinator Information Technology Coordinator Corporate Systems
Indirect reports	34 indirect reports






Essential requirements

Tertiary qualifications in Business Management or a portfolio related discipline and relevant industry experience. Demonstrated ability to provide strategic leadership and work collaboratively with executive and senior management across a complex organisation in the corporate support services. Current Driver's Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level