



General Manager (GM), SES Band 1, External Budgets & Costings

Reports to	Head of Division (Chief Finance Officer), SES Band 2
Opportunity Type	Full time, Part time, Job share
Location	Successful candidates will be required to establish their work base in Canberra and relocation assistance may be available. Consideration will be given to SES based outside of Canberra for the merit pool.

Who we are

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- growing innovative and competitive businesses, industries and regions
- investing in science and technology
- strengthening the resources sector.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries, and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment.

The Executive Team at the department actively supports and develops our staff to be the best they can be. Our culture encourages staff to think creatively about how the department can actively contribute to Australia's economic prosperity.

For more information about the department please refer to our website www.industry.gov.au.

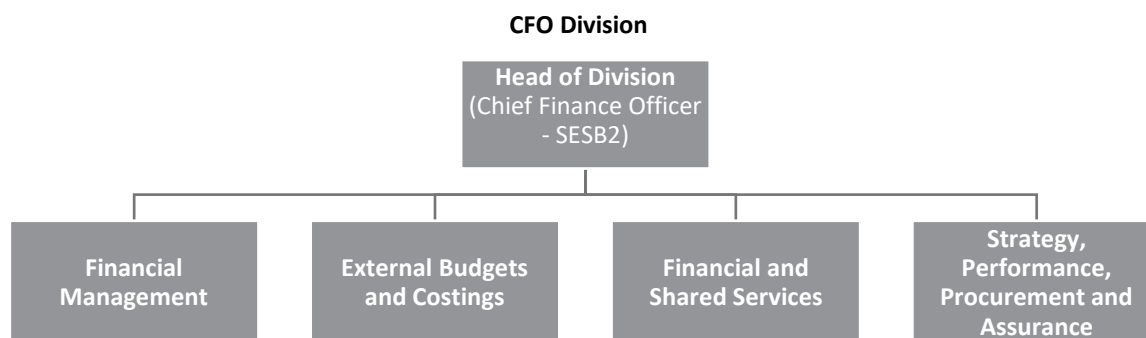
The opportunity

The CFO Division is responsible for overall financial management for the department, including financial strategy, support for external and internal budget development and management, establishing and maintaining effective financial policies, the department's procurement framework and policies, and financial systems and reporting. The CFO Division is also responsible for the management of the DISR Shared Services Hub, which delivers cost effective Aurion based payroll services to DISR and a range of client agencies. DISR is a diverse department with a broad range of policy, program, service delivery and regulatory functions. CFO Division supports this diverse range of functions via a strategic business partnership role to help deliver effective and sustainable departmental outcomes whilst ensuring an appropriate level of financial compliance is maintained and external stakeholder relationships are managed.

As General Manager (GM), you will lead a branch in the CFO Division, be a key member of the senior leadership team, and play an integral role in delivering key outcomes and priorities for the department. You will report directly to the Head of Division (HoD), who is the Department's Chief Finance Officer. You will play a key role in building our organisational financial capability by providing intellectual leadership in your work area and in the organisation's strategic agenda more broadly, displaying a commitment to stewardship, and through your leadership and development of others. You will ensure that the department is meeting its legislative and governance obligations, is working collaboratively to deliver outcomes, and responds flexibly to current and emerging issues. You will also understand the department's key deliverables and priorities, and critical linkages of the work of the department to the broader Australian Government agenda.

To be a strong contender for a DISR CFO Division GM role you will have a diverse background and experience in the delivery of financial services, costings processes, financial management and budget development. A strong understanding of and experience with the Australian Government Budget process is advantageous. You will require knowledge of and a commitment to legislative and APS requirements in relation to WHS responsibilities, equal opportunity, the APS Values and Code of Conduct, a commitment to workplace diversity, and to working in a team environment with colleagues spanning geographical locations and time zones.

The specific vacancy opportunity seeking to be filled is the **GM, External Budgets and Costings**. However, we will also be using this recruitment process to develop an SES Band 1 merit list covering all the CFO Division's responsibilities and functions. An organisation chart of the CFO Division is presented below:



The GM External Budgets and Costings ensures the department's budget and forward estimates are accurate and maintained, delivers robust costings of new policy and internal initiatives, and supports the effective and efficient management of the Portfolio's input into the Australian Government Budget process (alongside the department's Budget Policy branch in Strategic Policy Division). This role has significant engagement with the department's senior executive and Ministers' Offices and requires a strategic overlay and responsiveness to present information in an effective manner in collaboration with all divisions of the department, requiring the ability to retain a detailed knowledge of the department's policy, program and service delivery functions. Further, the role is the key finance liaison with Portfolio agencies, including in supporting alignment with best practice of the Australian Government Charging Framework. The GM External Budgets and Costings role also has lead responsibility for the department's corporate cost model, a foundational capability underpinning the internal funding allocations and costs of external charged services. Other functions to be covered by the role may be determined on appointment of the successful candidate.

At DISR we have a national footprint and support flexible and remote working arrangements. We're open and flexible and think beyond the traditional office working arrangements. Our flexible work policies empower staff to contribute meaningfully and achieve their career goals including opportunities to job share. Consideration will be given to SES being based outside of Canberra and/or working flexibly where this is consistent with the operational requirements of the relevant branch and the department.

Role Requirements / Qualifications

- Tertiary qualifications in accounting, finance, economics, public policy or similar are highly desirable. The *External Budget and Costings* and *Financial Management* General Manager roles require qualification as a Chartered Accountant (CA) or Certified Practising Accountant (CPA).
- The successful candidate will be required to:
 - Undergo an Employment Suitability Clearance;
 - obtain/maintain a security clearance at the Negative Vetting 1 (and be willing to undergo a clearance at the Negative Vetting 2 level if required); and
- Australian citizenship.

Mandatory Core Capabilities

This role has been assessed in accordance with the Australian Public Service Commission Work Level Standards. To perform the role effectively, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

- [Work Level Standards](#)
- [ILS - A guide to the Integrated Leadership System](#)
- [APS Legislative Requirements](#)
- [APS Values and Code of Conduct](#)

Our ideal candidates

SES Band 1 employees are forward thinking, self-motivated, resilient and adept at building relationships in large, complex and fast paced environments. Their strong leadership credentials, and ability to

engender trust and respect, are complemented by a stringent commitment to integrity and probity, sound judgement, a strong focus on results, and the ability to solve complex issues and build organisational capability. They contribute to and communicate the strategic direction of the department.

The successful candidate will have a keen aptitude for strategic thinking, political acumen and supporting collaborative approaches in a dynamic operating environment.

Our ideal candidates are experienced working in diverse teams and are willing to work on building their own competency in understanding Aboriginal and Torres Strait Islander cultures and how it impacts on the work of the department. They are also willing to build their disability confidence as they will be responsible for the implementation of practices that provide a safe and accessible working environment for all employees.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

Applications from **Aboriginal and Torres Strait Islander people, people with disability** and people with **Cultural and Linguistic diversity** are highly encouraged because your diverse experiences, perspectives, and backgrounds will strengthen our service delivery, productivity, capability and innovation.

How to apply

For a confidential conversation regarding the role, please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200 or email admin@execintell.com.au quoting ref 940.

To obtain a candidate pack or submit an application, please follow the link at Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au/vacancies.

Applicants should note that peer, stakeholder and management referees may be sought during this process.

In preparing your application, we suggest you take account of the following:

- [SES Performance Leadership Framework](#). This sets the expectations for all SES employees.
- [Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- [Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

Applications close 11.30pm Wednesday 14 August 2024.

Eligibility

You must be an Australian citizen and be able to obtain and maintain a security clearance at the NV1 level (and be willing to undergo a clearance at the Negative Vetting 2 level if required).

Qualification as a Chartered Accountant (CA) or Certified Practising Accountant (CPA) is required for the *Financial Management* GM and *External Budget and Costings* GM roles.

Remuneration

General Manager roles are an APS appointment at the Senior Executive Service Band 1 level. An executive package reflecting the importance of the position will be negotiated with the successful candidate comprising of:

- salary
- employer superannuation (15.4 per cent of salary), and
- car parking.