

Landscape South Australia

Position Description | August 2021

Senior Finance and Business Services Officer | Landscape Board

Tenure: e.g. Fixed Term Contract up to 30 September 2022

Classification: ASO5

Salary range: 80,830 to 89,897

Hours of work: e.g. Part-time (30 hours per week) Flexible work arrangements may be negotiated

Reports to: Manager Business and Governance

About Landscape SA

The South Australian Government is improving how our landscapes are managed by putting community at the heart of sustainably managing the state's land, water, pest plants and animals, and biodiversity. Underpinning this new approach is the *Landscape South Australia Act 2019* (the Act), which has come into operation from 1 July 2020. Nine new landscape boards, including a new metropolitan board, Green Adelaide, will administer the Act and partner with government and regional communities. The new boards are designed to deliver a stronger, back-to-basics system with greater autonomy and flexibility to respond to local issues.

They will support local communities and land managers to be directly responsible for sustainably managing their region's natural resources with an emphasis on land and water management, biodiversity and pest animal and plant control. The new legislation will give communities and landholders a greater voice in managing their landscapes including the opportunity to elect three out of seven board members from 2022. Landscape SA also includes a Grassroots Grants program and the flexibility for levy funding to be distributed from Green Adelaide to regional South Australia through a Landscape Priorities Fund. Land and water levy increases have been capped to CPI and more on-ground action will be encouraged so regional communities can become more actively involved in the management of their regional landscapes.

About the region

Hills & Fleurieu

The Hills & Fleurieu Region is the most biologically diverse region in South Australia. Covering 6,700 square kilometres of land and sea and stretching along the Mt Lofty Ranges from Cape Jervis to Birdwood and the South Para River, and from the coastal waters of Gulf St Vincent and Willunga across to Mount Barker, Goolwa and Victor Harbor.

The local primary industries contribute more than \$400 million in value to the South Australian economy each year. Apple, pear and cherry production, together with viticulture, winemaking and seafood production are also significant rural industries. The region is home to around 130,000 people and is the traditional land of the Ngarrindjeri, Peramangk and Kurna Nations.

The diverse Aboriginal land holdings include pastoral leases, community managed land, indigenous protected areas and co-managed parks. This culturally rich area includes the Native Title holdings of a number of Traditional Owner groups.

About the role

The Senior Financial and Business Services Officer is an integral role to the Business and Governance Team, Hills and Fleurieu. The role provides leadership and high quality, efficient and prudent financial management services and support including day to day budget and financial advice to the Hills and Fleurieu Landscape Board, committees of the board, staff, and key external stakeholders.

This role is accountable for the financial management of the board's finances, financial reporting in line with agreed priorities, and for the compliance with Treasurer's Instructions, Australian Accounting Standards, and statutory reporting obligations. Responsibilities include ensuring appropriate financial governance arrangements, procurement and financial business systems and processes are in place and are integrated with corporate governance and business frameworks.

Key Outcomes

- The Hills and Fleurieu Landscape Board and managers are provided with professional, timely, relevant and reliable financial and business support service and advice relating to budget management, including budget formulation, analysis, forecasting and financial reporting.
- The Hills and Fleurieu Landscape Board's financial statutory and reporting obligations are met on time and include compliance with taxation and superannuation obligations, and funding acquittals to external funding providers.
- The integrity of the board's financial statements is maintained through the timely reconciliation of expenditure against approved budgets and resolution of identified variances.
- Managers have access to a professional, reliable and trusted source of pragmatic, prudent and tactical financial, economic and business advice that assists in their effective planning and decision making processes including the identification of risks and opportunities.
- Fleet coordination; including fleet reviews, vehicle replacement, booking and servicing registers are maintained and regional fleet standards are developed and implemented.
- Work practices are initiated to support continuous improvement of financial and business services through integration and streamlining of up-to-date financial and business functions, systems, policies and procedures that meet statutory requirements, relevant legislation, corporate policies and procedures and manage financial and business risk.
- Collaborative, positive and professional working relationships and partnerships are maintained and facilitate effective, efficient and aligned business operations.
- Employees reporting to this role are empowered, motivated, have appropriate expertise and meet agreed performance goals that are aligned to plans and expected delivery outcomes.

Key Relationships

- Manager Business and Governance.
- Landscape Management Team and peers across the agency.
- Landscape Leadership Team and peers across the agency.
- Hills and Fleurieu Landscape Board, and where relevant other Landscape Boards.
- Staff reporting to this role.
- Key staff within Department for Environment and Water and other government agencies, particularly in Corporate, Financial Services and Human Resources.
- NGOs, Local Government, State Government including Department of Treasury and Finance, Shared Services SA, Fleet SA, and Australian Government departments.

Key Capabilities

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Leading and Influencing Change • Motivating others 	<ul style="list-style-type: none"> • Communicates change positively and with commitment to their work team. • Uses own drive to foster energy and sense of achievement in the team.
Achieves Results	<ul style="list-style-type: none"> • Assuming accountability • Making decisions 	<ul style="list-style-type: none"> • Willingly accepts responsibility for own work and the objectives of the team. • Establishes own credibility by demonstrating personal competence and technical expertise. • Ensures decisions taken abide by relevant legislation, regulations, policies and procedures.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating quality and continuous improvement 	<ul style="list-style-type: none"> • Acts as a role model by striving to deliver quality outcomes even when under pressure.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and maintaining networks • Communicating and managing conflict 	<ul style="list-style-type: none"> • Builds trust in relationships through maintaining confidentiality and 'following through.' • Works well with others and is effective in collaborating with colleagues across the regions and agency. • Presents business and technical information clearly in writing and verbally in a way that is well suited to people at all levels.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying flexibility and resilience 	<ul style="list-style-type: none"> • Adapts to new situations while maintaining achievement of outcomes.

Technical, Professional/Knowledge and Experience (including qualifications)

- Is able to accurately, clearly and concisely compose executive level financial statements and documents such as letters, memos and minutes.
- Conveys complex and/or sensitive information accurately whilst also being attentive to the political environment.
- Experience in Treasury and Finance Budget Monitoring system (BMS), including preparing journals, monitoring and reporting.
- High level of knowledge of general accounting practices and State Government administrative and financial management compliance framework.
- Uses Budget Monitoring System (BSS), Cognos and TM1, Masterpiece, eProcurement (Basware) and Microsoft suite of applications to produce timely and accurate reports
- An appropriate qualification in finance and/or business management (desirable).

Work Health and Safety

- Lead workplace safety procedures and programs
- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Board's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

Other requirements

- Located at Mt Barker but flexible working arrangements can be negotiated with the Team Leader.
- May be required to participate in fire management and associated duties.
- The position is located regionally.
- May be required to work out of hours.
- A current class "C" driver's licence and willingness and ability to drive is essential.
- May be required to undertake intrastate/interstate travel.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Board requiring you to obtain a National Police Clearance (NPC).

More information

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Further information about Landscape SA can be found at

www.landscape.sa.gov.au