

POSITION DESCRIPTION

Position details

Position title:	Manager Financial Assessment Unit
Classification:	AO8
JRN	QLD/572553
Location:	Position is located in Brisbane and the successful candidate will need to enter into a Flexible Work Arrangement upon commencement to reflect the office location you are seeking to work from. If working from a regional office, travel to the Brisbane office will be required regularly (frequency to be negotiated with successful candidate) to fulfil operational business needs
Division:	Regulatory Standards and Support
Branch:	Financial Compliance
Business Unit:	Financial Assessment Unit
Reports to:	Director Financial Compliance

Position Purpose

The purpose of this position is to lead and manage the Financial Assessment Unit.

The Manager, Financial Assessment Unit will lead the strategic and consistent approach to, and provide expert services and advice concerning, QBCC's Minimum Financial Requirements Regulation.

About Us

The QBCC is committed to promoting, supporting and encouraging respect, equity, diversity and inclusion across all aspects of our business and increasing staff awareness and respect for Aboriginal and Torres Strait Islander peoples and cultures.

Inclusion and diversity play an important role in the shaping of QBCC's culture and how our workplace operates both internally and externally. We are proud advocates of inclusive and flexible workplace practices which we believe are essential in creating safe, positive and productive work environments for everyone to enjoy. All reasonable support and access requirements will be accommodated to the extent possible, in accordance with the relevant legislation.

For information about QBCC including our Vision, Purpose and Mandate, visit our website: www.qbcc.qld.gov.au.

Our purpose

We deliver excellence in regulatory services to reduce risk and offer protection from harm.

Our vision

A thriving and resilient building and construction industry inspiring confidence, and supporting sustainable social, environmental and economic outcomes for Queenslanders.

Our values:



Pursue
excellence



Be courageous



Be helpful



Focus on
people



Be connected



Value
customers

Key Outcomes and Accountabilities

The aim of this role is to:

- Lead and manage the operation of the Financial Assessment Unit. This will include:
 - a) Maintaining effective relationships between the Financial Assessment Unit and other operational areas within the Commission;
 - b) Leading, coaching, guiding and developing staff within the Financial Assessment Unit;
 - c) Directing and guiding the development and ongoing improvement of the policies, systems, processes, procedures and customer service delivered by the Financial Assessment Unit; and
 - d) Developing and operating a professional, effective, customer-focused and value adding unit within the Commission.
- Prepare a wide range of formal correspondence, including letters and briefing notes for internal use by the Commission and externally to Government, industry and consumer stakeholders.
- Make administrative decisions in circumstances where the matter is complex or requires a decision at a manager level.
- Establish and develop sound working relationships with stakeholders including industry associations, community groups, suppliers to provide greater awareness of the Commission's aims, foster a co-operative or partnership approach to achieving Commission's aims and keep informed of relevant developments

Candidate Attributes

1. Proven ability extensive team leadership skills whilst ensuring the delivery of innovative, cost effective and efficient customer first outcomes.
2. Strong communication, interpersonal and negotiation skills with a proven ability to develop collaborative relationships and provide advice at a senior level.
3. Have high level financial investigative, analytical and problem-solving skills, including a sound understanding of accounting principles and the ability to apply them forensically.

4. Be able to revise, develop, interpret and apply legislation, policies and procedures.

Other Requirements

- This position description provides the minimum requirements for the position. The incumbent may be required to undertake other duties as required.
- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation and QBCC's business delegations.
- All staff must comply with their responsibilities under the applicable legislation. Including the following:
 - *Work Health and Safety Act 2011 (QLD)*
 - *The Public Sector Ethics Act 1994, including The Queensland Public Service Code of Conduct*
 - *Public Sector Act 2022 (QLD)*

Employment screening

The role requires satisfactory clearance of a variety of pre-employment checks (which may include criminal history checks, financial history checks, national police checks, and medical assessments). Failure to consent to the required checks will render the applicant unsuitable for the role.

All personal information obtained in the application process will be treated confidentially and held securely by the Commission. Applicants who have lived or worked overseas will be required to provide a current police clearance.