### Principal Finance Officer, AO7

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| Role Type | Permanent, Flexible full-time | **Annual** Base Salary | $124,419 - $133,264 per annum  *Plus, leave loading and 12.75% employer superannuation contribution* |
| Location | Brisbane, Flexible location | **Role Contact** | Michael Watson  [michael.watson@resources.qld.gov.au](mailto:michael.watson@resources.qld.gov.au)  (07) 4529 1225 |
| **Business Group, Division**  **Video camera with solid fill** | Natural Resource Programs  [***CLICK HERE TO SEE MORE ABOUT OUR DEPARTMENT***](https://youtu.be/9XOxbCJo3rE) | **Job Ad Reference** | QLD/574463/24 |
| **Position reports to** | Manager, Natural Resource Programs | **Apply via** | [www.smartjobs.qld.gov.au](file:///\\lands\data\DNRME\BCP\HR\Recruitment\Workforce%20Attraction\Career%20Entry%20Program\15.%20Resources%20Graduate%20Program\2023\www.smartjobs.qld.gov.au) |
| **Responsible for** | This position has 1 direct reports | **Closing Date** | Thursday, 11 July 2024 |
| **Team size** | There are 13 members in the team |

# **About the role**

As a Principal Finance Officer operating from within the Natural Resource Programs, you will be responsible for playing an essential role in coordinating the business activities and improvement of processes of the team and monitoring and evaluating data from external delivery organisations. You will play an essential role in coordinating the business activities and improvement of processes of the team and monitoring and evaluating data from external delivery organisations.

# **Your key duties and responsibilities**

In this role you will:

* Deliver ongoing financial evaluation and monitoring of grant project performance, ensuring that all financial management policies, standards, guidelines and practices are current and adhered to.
* Provide high quality financial management analysis and advise internal and external stakeholders on the Department’s NRM Funding Programs to inform effective decision making.
* Lead a division’s budget process to align with the strategic and operational objectives, including input into development of budget submissions, funding allocations, budget principles and support the business units within the division.
* Provide advice and input from a divisional perspective on financial management compliance with respect to the Financial Accountability Act, Financial Performance Standard, the Financial Management Framework, other relevant legislation, departmental policies and procedures.
* Manage and support the development of briefing notes, investment proposals, presentations, documents, and correspondence on a range of complex financial management and budgeting issues.
* Maintain and develop constructive, collaborative working relationships with stakeholders across the divisions, business units and corporate finance.
* Collaborate within the department, across government agencies and with other stakeholders to identify and implement best financial practice in NRM funding and grant management.
* Lead a team of finance professionals in the delivery of financial management services and strategic advice to clients and stakeholders.
* Provide leadership to the Natural Resource Programs team to promote collaborative team engagement and sharing of information to ensure the provision of quality advice and delivery of effective services .
* Contribute to the divisional capability uplift in financial management by coaching, mentoring and development and delivery of training programs.
* Foster a professional environment which encourages commitment, ethical behaviour, skills development, and continuous learning.
* Other duties as directed and required.

**About you**

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect, and inclusion.

**This position requires:**

* Experience in analysing and interpreting information, providing strategic advice and preparing associated papers or reports.
* Experience in leading a budget process and development of budget submissions.
* Experience in liaising with a variety of stakeholders with a high level of professionalism and excellent communication skills.
* Highly developed financial skills including the interpretation and application of relevant legislation, accounting standards and Queensland Treasury’s Financial Reporting Requirements.
* Strong leadership and the ability to inspire and lead teams.

**Mandatory requirements**

**Licences**

* The possession of a current C class driver’s licence is desirable/mandatory.
* Travel away from the centre may be required. This may involve travel outside of normal office hours and/or overnight accommodation for extended periods.

**Citizenship/Visa Requirements**

* To be eligible for this opportunity, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen, you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions). You are required to notify the department if your right to work in Australia ceases.

# **Role capabilities**

This role has been identified as:

**Leading others:** (Team Leaders)

* Responsible for leading individual contributors to deliver team outcomes, typically under direction of a program leader.
* Valued for experience in their specialist area and the ability to manage team members.

**Your core competencies:**

The core competency requirements for this role are:

* **Leads strategically:** Thinks critically and acts on the broader purpose of the system.
* **Stimulates ideas and innovation:** Gathers insights and embraces new ideas and innovation to inform future practice.
* **Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Drives accountability and outcomes:** Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.
* **Demonstrates sound governance:** Maintains a high standard of practice through governance and risk management.

See the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) framework for more details.

# **About the Department of Resources**

The Queensland resources sector is changing. We juggle new demands, rapid changes and shifts in community knowledge and expectation. We play an active role in the delivery of key government priorities, such as the implementation of a renewable energy economy, assisting in Path to Treaty, recognition of Native Title Rights and capitalising on our resources for sustainable economic prosperity.

The [Department of Resources](https://www.resources.qld.gov.au/) embraces change by implementing cutting edge programs, best-practice methodologies, embracing new research and encouraging innovation. We are dynamic, diverse and a major contributor to economic opportunities for Queensland.

Our vision is to be an influential economic department that advocates in the public interest. This means helping the community and government make the best use of our renewable and non-renewable land, mineral and energy resources. We play a lead role in shaping a sustainable and positive future for Queensland.

We are committed to the Path to Treaty and a reframed relationship with First Nations Queenslanders and have prioritised employment, improving the way we engage and work with First Nations people and their communities.

### Our people and culture

We are committed to being a workplace that focusses on people. This is about building resilience, encouraging innovation and understanding that learning is a journey that never ends.

We promote a safe, inclusive and respectful place to work where all staff feel valued. We are a mobile, flexible and agile workforce. We live by our guiding principles – proactive, courageous, pragmatic, collaborative, resilient and respectful – underpinned by the Queensland public service values.

### Inclusion and diversity

We encourage people from diverse backgrounds including and Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with a disability and women, to apply for roles with our department.

Anyone requiring reasonable adjustment, seeking guidance or support with their application, should contact the ***Role Contact*** – noted above.

You can also refer to the **‘How to apply’ and the ‘We are Resources’ document** for further information on our commitment to supporting inclusion and diversity.

# **How to apply**

To apply for this role, you will need to submit the following document/s.  
For more detailed information, please see the **‘How to apply’ and the ‘We are Resources’ documents**.

* A copy of your **current resume (3-4 pages recommended)**, detailing your previous work, voluntary or relevant experience, and the contact details for **two referees** who have personally observed you displaying the key duties, responsibilities and capabilities of this role, plus a **brief cover letter (1-2 pages)** introducing yourselfto the panel and showcasing your skills and how you can make a valuable contribution to the department.

**Note:** The Department of Resources values equity and diversity so please include information in your resume that will help us understand how you could contribute to our workforce diversity.

**Please** also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

**Send your application via** [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

**Additional Information**

Please download the **‘How to apply’ and the ‘We are Resources’ documents** available on SmartJobs to learn more about the department, the benefits of working at Resources and how to apply for this role.