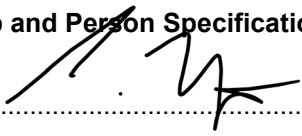


Job and Person Specification

Title of Role:	Team Leader, Finance.	Remuneration Level:	ASO7
Section:	Business Services	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P26571

Job and Person Specification Approval


..... 26/05/2025

DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The Team Leader, Finance is accountable for leading and managing the delivery of financial management programs, projects and services, including a large range of financial management and business services to SafeWork SA. The role leads the finance and business service teams in the delivery of high quality financial management and business services and provides sound advice to the Manager, Business Services, SafeWork SA's Executives and Team Managers in budget planning and monitoring to support the achievement of savings targets and positive budget performance.

Reporting Relationships

Reports to: Manager, Business Services

Role is responsible for providing management and leadership to multiple employees within the team



Key Relationships/Interactions

- SafeWork Executive
- Finance officers in SafeWork SA
- SafeWork SA Business Services team
- SWSA Managers and other employees' agency wide
- Human Resources team
- Will liaise with employees in AGD corporate (e.g. ICT, People Strategy, Facilities, Procurement and Strategic Communications)
- Executives and Employees within the Attorney Generals Department
- External customers

Key Challenges

- Ensure SafeWork SA delivers savings target and operates within budget
- Ensure quality and timeliness of services delivered in relation to finance and business while managing competing priorities with limited resources
- Ensure sound budgeting and financial advice is provided to Manager, Business Services, SafeWork SA Executives and Team Managers that supports strategic decision making to optimise resource management within SafeWork SA
- Coordinate the activities of a small number of staff
- Motivate, mentor and coach staff for high performance

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years.
- Some out of hours work may be required to meet the needs of the role.

AGD Conditions

- Participation in bi-annual Performance Management Program.
- Engagement in this role is subject to a satisfactory National Police Clearance
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Some out of hours work may be required. Intrastate and interstate travel may be required
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Team Leader, Finance is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Financial management	• Lead and oversee the development and implementation of budget and financial performance reporting processes. • Provide expert consultancy and advice to the Manager, Business Services and Executive Leadership in relation to forecasting and budget planning and monitoring. • Lead and undertake complex financial analyses, forecasting, and cost/revenue structure reviews to support and inform decision-making. • Oversee and enhance financial systems, ensuring compliance with Treasurer's Instructions and relevant legislation. • Lead governance and risk management of financial operations and provide expert contribution to the development of related policy.	• Financial insights contribute to optimised resource allocation and cost-saving initiatives. • Enhanced financial models and forecasting improve business efficiency and decision-making. • Full compliance with legislative and policy requirements. • Timely preparation necessary documentation. • Continuous improvement initiatives lead to measurable operational efficiencies. • Advice is accurate and provided in a timely manner.
Leadership and people management	• Lead, guide and performance manage the finance and business service teams in the delivery of high quality	• Staff performance and development initiatives enhance team capability and engagement.



	financial management and business services. • Lead, model and deliver a partnering approach in proactively engaging with key stakeholders to drive financial literacy and accountability. • Develop, source and deliver team training and development to build team capability and capacity, and facilitate cross-skilling and the effective coverage of knowledge across multiple team members	• High service standards for quality and timeliness are met or exceeded. • Demonstration of public sector values in daily operations.
Program delivery & client service	• Lead, coordinate and undertake the delivery of financial management programs, projects and services. • Deliver expert advice and contribution to strategic planning processes and consult with senior leaders on financial performance and budgeting. • Lead the development, implementation and evaluation of financial models and process improvements. • Initiate, manage and evaluate complex finance-related projects and initiatives that deliver best-practice financial management. • Represent the agency in high-level financial discussions and key forums and provide expert consultancy to the resolution of complex issues and risks. • Develop and maintain effective working relationships with external regulators and auditors.	• Develop and implement financial models and business processes improving budgeting, forecasting, and analysis. • Timely preparation of financial reports for executives and external stakeholders. • Successful execution of finance-related projects and initiatives and advisory functions.
Legislative Requirements	• Coordinate and undertake the preparation of financial statement information in accordance with accounting standards. • Lead the annual Fees and Charges review to ensure compliance. • Analyse audit concerns and develop and implement processes to strengthen	• Completion of financial statement data requirements within specified timeframe • Annual Fees and Charges review is completed within specified timeframe • Compliance with internal controls and financial management frameworks.



	financial governance and risk management frameworks. • Drive compliance with Treasury and Finance policies and regulatory standards. • Keep accurate and complete records of business activities in accordance with the State Records ACT 1997.	• Timely resolution of audit concerns and regulatory requirements. • Documents and correspondence filed according to the State Records Act 1997.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. • Demonstrates respectful behaviour when encountering diverse perspectives or differing opinions."



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Qualifications: Bachelor's degree qualifications in accounting, business or finance related discipline. • Significant experience in leading and managing a team in the delivery of high-quality financial management and business services, including financial governance and risk management aligned with legislative frameworks, audit standards, and policy compliance. • Significant experience leading budget strategy, financial planning, and performance reporting and providing high-level financial advisory, expert insights and recommendations to senior management and executive leadership. • Comprehensive knowledge of Government financial management and strategic accounting, including financial information systems, accrual accounting, and high-level financial reporting in a complex, multi-stakeholder environment. • Comprehensive knowledge of, and significant experience in, financial modelling, complex reconciliations, and data-driven analysis, leveraging expert-level Excel techniques and financial analytics tools to inform evidence-based decision-making. • Detailed knowledge of Australian Accounting Standards, Treasurer's Instructions, Forward Estimates processes, contemporary accounting methods and procedures, financial management principles, financial analysis and management reporting techniques and their application in a Government organisation. • Demonstrated ability to work independently, as well as collaboratively in a team, under broad direction, exercise significant delegated authority to determine priorities and methodologies, and apply strategic foresight and problem-solving to achieve objectives. • Exceptional communication and stakeholder engagement skills, with the ability to influence decision-making, present complex financial concepts, and negotiate with a range of stakeholders at senior levels. • Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion • An understanding of the legislative requirements of the Work Health and Safety Act 2012. • An understanding of and ability to manage to the spirit and principles of AS/NZS ISO 31000 Risk Management.
Technical Expertise (Desirable)	• Skills and experience in managing and developing staff for high performance. • Demonstrated knowledge and experience applying health promotion principles and practice, particularly in the work health, safety and wellbeing spheres.



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the role of Team Leader, Finance. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Strategic Focus (Tactical)	• Actively promotes goals and strategic direction • Sets aside time to engage in forward planning for his/her area of responsibility • Identifies and manages risk as appropriate and escalates as necessary • Actively participates in business planning • Adapts quickly to changing and emerging priorities.
Results Orientation (Tactical)	• Provides clear direction on how to achieve outcomes • Is accountable for the delivery of quality, timely and cost effective results • Sets and communicates clear expectations around quality of work and timeframes • Monitors progress towards achieving outcomes • Prioritises workload effectively and negotiates deadlines where appropriate.
Service Delivery Excellence (Operational)	• Regularly provides informal performance feedback • Undertakes AGD Performance Review and Development process • Provides timely praise and recognition • Addresses unsatisfactory performance promptly • Ensures employees are trained and competent to deliver outcomes • Ensures direct reports are enrolled and attend mandated training • Reviews existing procedures to streamline and business processes • Considers the best person(s) for the job and allocates the appropriate resources
Relationship Management (Operational)	• Is willing to come to a compromise where appropriate • Takes other opinions into account when decision making • Encourages others to consult and seek the opinions of others • Actively shares information with own team • Tailors his/her approach depending on the situation and audience • Is approachable and easy to work with • Listens to others and responds clearly
Professional Approach and Drive (Operational)	• Supports and communicates the Department's goals and direction • Translates objectives into practical terms to others • Role models the Department's core behaviours • Communicates risks and issues from employees to senior management • Is sensitive to political drivers influencing priorities and decisions • Actively participates in business planning • Reinforces the need for change and innovation in the Department

Acknowledged by
occupant

..... / /
(Print name) (Signature)

Acknowledged by
line manager

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(Print name) (Signature & title)

