

**South Australian Public Service
JOB AND PERSON SPECIFICATIONS**

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Title of Position: Manager, Commercial Advisory **Administrative Unit:** Department of Treasury and Finance
Classification Code: ASO8 **Branch:** SAFA
Discipline Code: **Section:** Commercial Advisory
Career Code:

Type of Appointment: **Position Number:**
 Ongoing **Position Created:**

Job and Person Specification Approval

All excluding senior positions

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CEO or delegate

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is achieved).

The Manager, Commercial Advisory is accountable to the Director, Risk and Commercial Advisory for leadership in the management of industry assistance contracts between the Government and the private sector, due diligence on prospective new industry assistance proposals and the provision of commercial advice to Government agencies and Ministers.

The management of industry assistance contracts includes negotiating contracts, assessing claims for milestone payments, monitoring and reviewing performance and compliance by companies, identifying and assessing risks developing during the life of an agreement, negotiating debt recoveries or taking other appropriate actions to protect the Government's interest to the maximum extent possible and reporting to the Treasurer.

The South Australian Government provides financial assistance to the private sector in a number of ways, including through region or industry specific funds or one off bespoke assistance packages. SAFA is often asked to undertake financial due diligence on applications to assist the lead Government agencies in their assessment of those applications.

The Commercial Advisory team also provides advice to Government agencies on a range of other commercial matters, including appropriate financing structures.

2. Reporting/Working Relations (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation).

Directly responsible to the Director, Risk and Commercial Advisory. The Manager, Commercial Advisory will lead and mentor a small team and will also work closely with other sections of SAFA, particularly Finance (encompassing IT support) and the Office of the General Manager. The responsibility for the management of the Commercial Advisory section may, from time to time, be a shared responsibility with another Manager, Commercial Advisory. In that instance each Manager, Commercial Advisory will need to work collaboratively to succeed in the delivery of the overall objectives of the Commercial Advisory section.

In addition to the above relationships, the Manager, Commercial Advisory is required to have strong working relationships with the SAFA Advisory Board, various other branches in the Department of Treasury and Finance, the Treasurer's office, the Crown Solicitor's Office and private solicitors and advisers, as well as lead Government agencies such as the Department for Trade and Investment, the Department for Industry and Skills and PIRSA.

To be successful in the role the Manager, Commercial Advisory will also need to develop constructive working relationships with private sector companies.

3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime, etc.)

Some out of hours work may be required. Intrastate and interstate travel may be required.

The incumbent will be required to participate in the Departmental Performance Management Program.

The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

4. Statement of Key Outcomes and Associated Activities (group into major areas of responsibility/activity and list in descending order of importance).

Ensure high level advice and leadership in the management of industry assistance contracts between the Government and the private sector through:

- negotiating the terms and conditions of contracts with successful applicants in conjunction with the lead Government agencies and, where relevant, the Commonwealth Government;
- managing complex projects, which includes:
 - assessing claims for milestone payments;
 - reviewing performance and compliance by companies;
 - identifying and assessing risks developing during the life of an agreement;
 - negotiating the recovery of debt, variations to agreements or undertaking other appropriate action to protect the Government's interest to the maximum extent possible;
- reviewing and implementing effective risk management strategies and practices in the management of industry assistance contracts to limit risk to the Government and promoting a culture of effective risk management and control into all processes and programs;
- providing expert advice in all aspects of the contract management function including:
 - analysis of the commercial structure and viability of a business or project;
 - development of policies and operating procedures;
 - legislative and contractual compliance issues;
 - evaluation of companies' performance against contractual obligations;

- options for restructures of assistance packages or debt recovery;
- financial planning and budget strategies.
- reviewing and auditing progress on a regular basis;
- maintaining and improving information systems to support the management of industry assistance contracts;
- provision of regular written reports to SAFA management, the SAFA Advisory Board and the Treasurer; and
- establishing and fostering effective networks within the Department of Treasury and Finance, the SA Public Sector and across industry in South Australia.

Ensure the optimal performance of the Commercial Advisory section through:

- promoting a culture of excellence and accountability;
- maximising productivity of available resources through appropriate allocation of tasks and responsibilities;
- developing and maintaining an appropriate system for monitoring workloads and deadlines;
- leading discussion at team meetings;
- providing regular, specific feedback on work performance of team members;
- identifying, in consultation with staff, opportunities for development of the team and individual team members;
- the provision of personal guidance and supervision in a “mentor” role; and
- participation in the Department of Treasury and Finance Performance Management Program, including the appraisal of team members.

Contribute 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.

Acknowledged by Applicant /...../.....

PERSON SPECIFICATION

Essential Minimum Requirements

(Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

(Include only those listed in Commissioner's Standard 2-Quality Staffing, Attachment C as an essential qualification for the specified classification group)

- Appropriate economics, accounting or other relevant commercial tertiary qualifications.
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Personal Abilities/Aptitudes/Skills

(Related to the job description, and expressed in a way which allows assessment)

- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and achieve successful outcomes in an innovative and resourceful manner.
 - Demonstrated high level communication skills suitable for effective communication with all levels of private and public sectors.
 - Ability to develop, interpret, review and implement critical policy instructions.
 - Demonstrated negotiation skills.
 - Demonstrated organisation skills.
 - Demonstrated capacity to operate under tight deadlines with a significant degree of autonomy.
 - Demonstrated capacity to manage, motivate and develop staff.
 - Demonstrated ability to develop and express a persuasive business argument (verbally and in writing).
 - Demonstrated report writing skills.
 - High level of integrity and sense of responsibility.
 - A high degree of initiative and motivation.
 - Capacity to exercise a high level of independent judgement and original thinking.
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Experience

(Including community experience)

Managerial

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- Extensive expertise in analysis of complex problems, formulating solutions at both a strategic and operational level and providing clear, concise and comprehensive advice, both verbally and in writing.
- Significant successful management experience in the private and/or public sectors at a senior level particularly in relation to finance and investment.
- Significant experience in the development and administration of contracts.
- Significant experience in managing non-performing loans and debt recovery.
- Significant experience in undertaking financial due diligence assignments.

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Conduct, EEO and cultural inclusion.

Knowledge

- 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 ISO 31000 Risk Management.
- Sound knowledge of business finance and business financial management and of financial trends.
- Sound knowledge and understanding of the State Government's economic development objectives and policies.
- Knowledge of Risk Management principles and approaches.
- Knowledge of the structure of South Australian industry and the State, national and international economies.
- Political awareness.

DESIRABLE REQUIREMENTS (To distinguish between applicants who have met all essential requirements).**Educational/Vocational Qualifications**

(Considered to be useful in carrying out the responsibilities of the position)

- Membership of relevant Professional Body (eg Australian Society of CPA's or Chartered Accountants Australia and New Zealand, Law Society).

Personal Abilities/Aptitudes Skills

(Related to the job description, and expressed in a way which allows assessment)

- Ability to speak confidently at public meetings and other similar occasions.
- Good existing contacts with SA industry and financial institutions.
- Experience in both Public and Private Sectors.
- Experience in the use of spreadsheets and information systems.

Experience

(Including community experience)

Knowledge

- Knowledge of Government accounting principles and procedures including knowledge of developments in public sector accounting standards and theory.
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Acknowledged by Applicant