



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Manager, Finance and Property Services
<b>Entity</b>	Legislature - General
<b>Unit</b>	Finance and Property Services
<b>Reports To</b>	Director Corporate Services
<b>Direct Reports:</b>	Systems Accountant Security Manager Financial Operations Coordinator Facilities Coordinator
<b>Award and Band Level</b>	Tasmanian State Service Award Band 8
<b>Employment status</b>	Permanent Full Time
<b>Full Time Equivalent (FTE)</b>	1.0
<b>Ordinary Hours per week</b>	Average of 36.75 hours per week
<b>Location</b>	Parliament House, Hobart, Tasmania



**RESPECT**



**INTEGRITY**



**TRUST**



**INCLUSIVITY**



**EMPOWERMENT**



**COLLABORATION**

## About Us

The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of 3 separate entities consisting of:

- House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, engagement and visitor services, library and research services, parliamentary reporting services, people & culture, finance and ICT.

## Why work at Parliament of Tasmania

- A unique opportunity to contribute to democracy in Tasmania.
- Develop capability in delivering innovative, responsive, and impartial professional services.
- A supportive environment to enable our people to do their most purposeful and rewarding work.
- Deliver value that makes a real impact.
- Generous leave provisions and benefits.
- Work that has a real impact for Members and the community.

## Position Purpose

To lead the strategic design, governance and continuous improvement of finance and property services functions, ensuring robust controls, compliance, and effective management.

Provide authoritative advice and analysis to support sound decision making, building organisational capability and strengthening risk management, while fostering strong cross Parliamentary relationships to align services with priorities and deliver high quality controls.

## Key Accountabilities

- Provide strategic leadership and authoritative guidance to finance, facilities and security teams to ensure robust quality assurance frameworks, effective processes, and compliance with legislative requirements and Parliamentary policies;
- Support to the Director Corporate services to embed best practice governance, risk management and compliance frameworks across the Parliament;
- Lead the financial management cycle, including forecasting, budget development and performance monitoring, ensuring high-quality financial reporting and analysis to support executive decision-making;
- Provide strategic leadership and assurance of the security and emergency management of the Parliamentary precinct and regional offices by continuous improvement to security framework, systems and practices;
- Drive continuous improvement of systems and processes by evaluating effectiveness, identifying gaps, conducting maturity assessments to enhance capability and performance;
- Ensure compliance with Treasurer's instructions through proactive oversight, staff capability development and rigorous assurance mechanisms;
- Manage the identification and management of complex operational and strategic issues, undertaking research, and designing solutions that support innovation and continuous improvement;
- Develop evaluation frameworks, benchmarking standards and key performance measures to monitor the performance of specific programs and strategic initiatives;

- Foster collaboration across the Parliament through effective communication, negotiation, and relationship management.
- Oversee parliamentary lease negotiations and agreements, ensuring compliance, effective risk management and stewardship of property portfolio.
- Provision of strategic insights that inform long-term asset and security planning.

#### **Key Challenges**

- Managing a diverse workload with tight deadlines, competing commitments and priorities and stakeholder expectations.
- Responding with flexibility to unpredictable demands while maintaining a focus on strategic and operational deliverables within agreed timeframes.
- Delivering outcomes through planning, co-ordination and strong leadership.

#### **Key Relationships**

- Director Corporate Services – receive direction, provide advice and align initiatives with broader Parliament priorities.
- Clerks and Executive Director Legislature General – engage and provide authoritative advice.
- Legislature General Managers – collaborate and consult.
- Legislative Council Usher of the Black Rod and House of Assembly Sergeant at Arms – inform and collaborate.
- Staff within finance, security and property services – lead, mentor and ensure coordinated results.
- External stakeholders and Parliamentary unit Managers – collaborate to create productive outcomes.

#### **Level of responsibility**

- Working under strategic direction with a high degree of autonomy in shaping finance and property services.
- Accountable for the quality and integrity of financial and property services management.
- Providing Leadership in financial strategy, provision of service delivery and Risk mitigation.

#### **Essential requirements**

- Demonstrated senior level leadership in strategic development, resource planning and visionary service delivery.
- Strong stakeholder engagement and communication skills, with the ability to influence senior executives.
- It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia.
- It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check.
- It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.

#### **Desirable requirements**

- Professional Membership of either Chartered Accountants Australian & New Zealand (CAANZ) or Certified Practising Accountants (CPA).
- Tertiary qualification in Business, Project Management, or related discipline (or relevant experience).
- Demonstrated understanding of the Tasmanian Protective Security Policy Framework.

Selection Criteria	
Capability Name	Capability Indicators
<p><b>Judgement, common sense and strategic thinking</b></p> <p>applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.</p>	<ul style="list-style-type: none"> <li>• Provides definitive advice and recommendations directly to department's Executive Committee;</li> <li>• Identifies and analyses complex activities to make well informed, logical decisions and recommendations;</li> <li>• Proactively identifies and addresses issues taking a broad strategic approach;</li> <li>• Establishes strategic goals for the business unit and communicates the links between the work and department goals.</li> </ul>
<p><b>Delivers quality results</b></p> <p>by managing self, time and resources and prioritise work to deliver outcomes on time. Accept responsibility and be accountable for quality of work to both internal and external clients.</p>	<ul style="list-style-type: none"> <li>• Delivers high standard department outcomes and projects;</li> <li>• Leads and manages staff performance, clearly communicates performance standards and expectations, provides feedback and rewards achievement;</li> <li>• Identifies and implements improvements to work functions and organisational efficiency;</li> <li>• Anticipates priorities and develops long term strategies.</li> </ul>
<p><b>People and leadership skills</b></p> <p>evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.</p>	<ul style="list-style-type: none"> <li>• Leads, manages and develops people to build a diverse, positive and productive workplace;</li> <li>• Fosters teamwork by working collaboratively and co-operatively and encourages and recognises those behaviours in others;</li> <li>• Accepts and responds to constructive feedback and delivers feedback in a manner that gains acceptance and achieves resolution;</li> <li>• Actively manages people and performance, including underperformance and upward management.</li> </ul>
<p><b>Communicates effectively</b></p> <p>with colleagues and external stakeholders adapting communication styles to suit different situations.</p>	<ul style="list-style-type: none"> <li>• Prepares complex material and assists others to prepare final material;</li> <li>• Clearly articulates highly complex and difficult issues to staff and stakeholders;</li> <li>• Develops logical concepts and constructs clear arguments in support of preferred position and broader department context;</li> <li>• Represents department at a senior level to negotiate and influence outcomes both internally and externally on complex matters.</li> </ul>
<p><b>Builds &amp; maintains productive working relationships</b></p> <p>with colleagues, clients and stakeholders (both internal and external) with a demonstrated</p>	<ul style="list-style-type: none"> <li>• Quickly builds and sustains positive relationships that provide a strong network and encourages stakeholders to work together to deliver outcomes;</li> </ul>

<p>capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>	<ul style="list-style-type: none"> <li>• Actively pursues professional networks and represents the department and Parliament effectively;</li> <li>• Cultivates collaborative working relationships and partnerships and encourages others to do the same.</li> </ul>
<p><b>Change responsiveness</b> evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.</p>	<ul style="list-style-type: none"> <li>• Looks for change and seizes opportunities to improve outcomes;</li> <li>• Takes a proactive, strategic and holistic view of change and its potential for positive impact on individuals, areas, external stakeholders and the department;</li> <li>• Leads change through influence and communication and secures stakeholder commitment to change;</li> <li>• Recognises the constant nature of change and maintains flexibility by anticipating and planning for change.</li> </ul>
<p><b>Professional ethics</b> Demonstrated capability to be ethical and professional.</p>	<ul style="list-style-type: none"> <li>• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures.</li> <li>• Recognises impact of own behavior on others and modifies behavior accordingly.</li> <li>• Develop understanding of own capabilities and seek opportunities for personal and professional development.</li> <li>• Values people for their contribution.</li> </ul>