

Candidate Information Pack

City of Parramatta
Chief Financial Officer

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Advertisement

Chief Financial Officer

- **Participate in the City's remarkable growth and change**
- **Join a high calibre leadership team**
- **Build analytical and commercial capability**

The City of Parramatta is going through unprecedented change and transformation as it becomes Sydney's Central City. With an expected \$20 billion in projects under construction or projected over the next five years, the Council, their partners, and community have a once-in-a-generation opportunity to shape the whole City's future and ensure it is culturally, socially, environmentally and economically sustainable.

In 2019 Council appointed a new CEO, supported by an exceptionally strong Executive Team leading approximately 1,200 staff with an annual budget of approximately \$460m, including capital expenditure of \$187m. The Council's operations are incredibly diverse and dynamic, providing unique variety and scope to learn and contribute.

As CFO you will be a member of Council's leadership team and proactively work closely with the executives across the organisation. Reporting to the Executive Director Corporate Services, you will be leading a team of 30+ staff focused on financial management and procurement.

Your immediate focus will be on developing Council's analytical and commercial management capability to support all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and funding in alignment with Council's objectives.

We are seeking a proactive senior finance executive who builds strong teams with outstanding business partnering capability and a record of successfully providing commercially savvy advice in large, diverse business environments.

This will be a challenging role with pressure to meet deadlines and drive improvements at a fast pace, requiring resilience and agility. Experience in the public sector is not essential and we encourage applications from a range of industries, particularly including exposure to capital works, infrastructure, major projects and services.

This is a great time to join the impressive leadership team at the City of Parramatta as it meets the challenges and opportunities that come with growth and change.

To apply and for a copy of the Candidate Information Pack, please go to www.derwentsearch.com.au and search the role title. Your application should include a cover letter highlighting your suitability for the role and a resume. For further information or inquiries, please contact the Derwent team by email COP@derwentsearch.com.au with your questions or requests and we can also arrange a convenient time to speak.

Derwent will maintain confidentiality with respect to contact by potential applicants.

Applications close: 17th May 2020

About the City of Parramatta

Parramatta: Sydney's Central City, is front and centre in the NSW State Government's Plan for Growing Sydney and is regarded as the second major CBD. Parramatta presents the catalyst for change for Greater Sydney and for Sydney's global competitiveness.

The City of Parramatta covers 84 km² at the centre of metropolitan Sydney, 24km west of Sydney CBD.

Parramatta always has been, and always will be, a gathering place. The landscape and natural environment of Parramatta has enabled the City to be a vital gathering place for thousands of years and supported waves of people to come together, trade and generate new knowledge. Parramatta has been home to the Darug people for over 60,000 years and Council supports and values the continuing connection this community maintains to this Country. The City of Parramatta is rich in diversity, an important migration hub that has fostered generations of people who have a unique relationship to the area. All of these histories are presently being woven into a new global city where the next generation can prosper and thrive.

The City of Parramatta is a complex organisation with a current annual operating budget is \$260M and a further \$150m in capital expenditure. Collectively, the Executive team shares responsibility for leading 1,200 staff located in more than 20 different worksites in the delivery of around 40 services and the stewardship of over \$3 billion in community assets.

City of Parramatta is going through unprecedented change and transformation as it becomes Sydney's Central City and the level of investment in civic, commercial and residential development expresses strong confidence in the City's future. Across the City, it has an expected \$20 billion in projects under construction or projected to start over the next five years. These major capital projects include Powerhouse Precinct, Parramatta Light Rail, Parramatta Square, Riverside Theatres and the Westmead Innovation Precinct, and major investment in education infrastructure including Western Sydney University, Sydney University and the State's first high rise high school.

The City of Parramatta has a young, diverse population that is growing. The population of the City is currently 235,000 and within the next 20 years almost 400,000 people will live in the area, with many more visiting each day. Parramatta will continue to lead the State in building and housing completions over the next five years, and within the next 3 years alone, it is expected that the City's economic growth rate will nearly double, from 2.4% to 4.6% per annum.

Managing this growth and investment well is an important responsibility for the City of Parramatta Council. It must balance delivering the infrastructure and services required to meet the future needs of residents, businesses, and visitors with preserving the City's cultural identity - all of the things that people value about the place today.

The City of Parramatta's Community Strategic Plan provides a road map for the future, based on the community's shared vision to be 'Sydney's Central City, sustainable, liveable, and productive – inspired by our communities'. While it has a long history, the current City of Parramatta Council was established by proclamation in May 2016. The Council is comprised of 5 Wards, each represented by 3 Councillors and the current Councillors were elected for a 3-year term in September 2017.

Key Council Documents

For additional information including the documents described below, please go to:

<https://www.cityofparramatta.nsw.gov.au/council/key-council-documents>

Community Strategic Plan

City of Parramatta has endorsed the Community Strategic Plan 2018 - 2038: Butbutt Yura Barra Ngurra. Developed on behalf of our community and based on your feedback, the plan identifies your priorities and aspirations for the next 20 years, and provides a roadmap for how we will get there.

Butbutt Yura Barra Ngurra means 'the heart of the people of eel country' in the Darug language. This title acknowledges the City of Parramatta's ongoing connection to the Traditional Owners and Custodians of the land and waters of Parramatta, and recognises that our entire community is the living, beating heart of the City of Parramatta.

Our Community Strategic Plan looks at the period 2018 – 2038. It was first developed in 2018 and will be reviewed again following the next ordinary election of Councillors in 2020.

Delivery Program 2018 - 2021

Council's Delivery Program 2018 - 2021 provides an overview of the core services, activities and projects Council will deliver in order to meet the needs of a changing and growing community, within the resources available under the Resourcing Strategy.

Operational Plan & Budget 2019 - 2020

Council's Operational Plan 2019 / 2020 spells out the details of the Delivery Program – it confirms the individual programs, projects and focus areas that will be undertaken each year to achieve the commitments made in the Delivery Program.

Resourcing Strategy 2018 - 2028

The City of Parramatta's Resourcing Strategy 2018-2028 describes Council's response to how we will manage, prioritise and allocate the resources necessary to deliver the vision and aspirations of our community (which is set-out in the Community Strategic Plan 2018 - 2038) while ensuring financial sustainability.

To achieve the goals in the Community Strategic Plan that Council is responsible for, a Long Term Financial Plan, Asset Management Strategy and Workforce Strategy have been developed, along with a range of initiatives to manage resourcing challenges over the next ten years.

Position Description

POSITION DETAILS	
Date of PD	January 2019
Position Title	Chief Financial Officer
Position Grade	21
Directorate Business Unit	Corporate Services Finance
Reports to	Executive Director Corporate Services
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Chief Financial Officer (CFO) is an integral part of the leadership and financial management of the City of Parramatta (CoP). As a member of the Executive, you will help shape a strategic vision and inspire an organisational culture that delivers the CoP's strategic, tactical and operational financial plans and drives organisational efficiency in a way that delivers on our strategic objectives. This role is responsible for financial planning, reporting and measurement to achieve high quality services and best outcomes for the CoP.

KEY RESPONSIBILITIES

Leadership

- Drive efficiency and value by developing and implementing best in class financial systems, tools and processes that maximise outcomes which lead to efficiency gain and value.
- Provide leadership in the development, implementation and achievement of strategic financial objectives and related business activities to both internal customers and external stakeholders.
- Lead and develop a team focussed on the Financial Management of the CoP ensuring legal and regulatory requirements are achieved whilst supporting and enabling service delivery.

Strategy

- Strategically enhance, through your high level expertise, financial performance and business outcomes.
- Ensure future success by developing long term asset management strategies to ensure community assets are maintained to the Council's intended outcomes.

Financial Information

- Enable business outcomes and support decision making at all levels throughout the CoP by providing timely, accurate and commercially focused advice, information, reports, tools and analysis.

Operations

- Position CoP for success by ensuring alignment between the Council's strategic direction and the operational and long term financial plans including the management of these plans.
- With the CEO and Executive Director Corporate Services ensure the successful implementation and maintenance of all financial, risk management and general business initiatives.

KNOWLEDGE

Qualifications (Level)

- Degree in Business, Finance or related discipline such as public affairs or government administration or MBA level (preferred)
- CA or CPA Certified.

Experience

- At least 10 years' experience in a similar role in a multi-disciplinary environment such as Chief Financial Officer in a medium sized organisation or an equivalent level role for a division of a large organisation.
- Extensive experience successfully planning, costing and delivering high level projects and management of a wide range of assets.
- Demonstrated extensive experience in high profile commercial environments and in providing high level commercially savvy financial advice.
- Demonstrated experience with the development and delivery of strategies in a high performing senior management environment.

Skills

- Superior written and oral communication skills
- Highly developed business acumen
- Demonstrated negotiation skills
- Demonstrated leadership capability.

Achieving our vision

In order to achieve our vision, the following long-term community goals have been developed to reflect the community's aspirations for the City of Parramatta. Supporting strategies provide a roadmap to achieving these goals, and are outlined over the next pages along with measures to track our progress.



FAIR

WE CAN ALL
BENEFIT FROM THE
OPPORTUNITIES OUR
CITY OFFERS.



ACCESSIBLE

WE CAN ALL GET
TO WHERE WE
WANT TO GO.



GREEN

WE CARE FOR
AND ENJOY OUR
ENVIRONMENT.



WELCOMING

WE CELEBRATE
CULTURE AND
DIVERSITY - PAST,
PRESENT AND FUTURE.



THRIVING

WE BENEFIT FROM
HAVING A THRIVING
CBD AND LOCAL
CENTRES.



INNOVATIVE

WE COLLABORATE
AND CHAMPION NEW
IDEAS TO CREATE
A BETTER FUTURE.

Our City in numbers



Population	<ul style="list-style-type: none">• 235,000 in 2016 (2,800 people per km²)• 390,000 forecast for 2036 (4,650 people per km²)• Median age = 34 years (NSW = 38 years)• 9 in 10 residents are proud to be part of the Parramatta area.
Dwellings	<ul style="list-style-type: none">• 85,600 dwellings in 2016• 157,000 dwellings forecast for 2036.• 55% of residents live in medium or high density dwellings
Diversity	<ul style="list-style-type: none">• 50% of residents were born overseas• 52% speak a language other than English at home<ul style="list-style-type: none">• 11% Mandarin• 7% Cantonese• 5% Korean• 0.7% of residents identify as Aboriginal or Torres Strait Islander.
Education & employment	<ul style="list-style-type: none">• 37% of residents hold a bachelor's degree or higher• 93% employment rate• 27% of residents also work within the LGA• Median household income = \$1755 per week (NSW = \$1481) in 2016.
Vulnerable communities	<ul style="list-style-type: none">• 19% of households are 'low income', earning less than \$750 per week• 13% of households are in housing stress• 4% of people require assistance with daily living activities• 10% of residents do not speak English well or at all.



OUR PLACE

Location	<ul style="list-style-type: none">• The City of Parramatta covers 84 km² at the centre of metropolitan Sydney, 24km west of Sydney CBD
Connection	<ul style="list-style-type: none">• Home to the Darug peoples for more than 60,000 years• Australia's oldest inland European settlement
Heritage	<ul style="list-style-type: none">• Parramatta Park is a World Heritage Listed site• More than 750 significant archaeological sites• More than 50 State significant heritage sites
Environment	<ul style="list-style-type: none">• 65 km of natural waterways• 859 ha of parks, reserves and sportsgrounds• 461 ha of bushland• 33% tree canopy cover• 600 unique species of flora and 230 unique species of fauna
Climate	<ul style="list-style-type: none">• More than 16 days per year over 35°C
Economy	<ul style="list-style-type: none">• 2.3 million people live within a 45-minute commute to the Parramatta CBD• Gross Regional Product = \$25 million in 2016• 186,000 people work in the City of Parramatta• 11,500 jobs created in the last 5 years (to June 2017)• More than 23,000 businesses call Parramatta home• Zero vacancy rate in Parramatta's A-grade premium commercial office buildings

COMMUNITY ENGAGEMENT

Identifies community needs and priorities, and informs the development of Council's plans.

COMMUNITY STRATEGIC PLAN 20 YEARS

Highest level plan that Council prepares. The purpose of this plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals.

STATE & REGIONAL PLANS

Economic Development Plan

Environmental Sustainability strategy

Socially Sustainable Parramatta Framework

Cultural Plan

Reconciliation Action Plan

Disability Inclusion Action Plan

(Other Council Plans)

DELIVERY PROGRAM 3 YEARS

Sets out the principal activities that Council will deliver to the community during the Council term.

RESOURCING STRATEGY 10 YEARS

Contains the Long Term Financial Plan, Asset Management Strategy, Workforce Strategy and Technology Strategy.

Ongoing monitoring and review

OPERATIONAL PLAN, 1 YEAR

Sets out the details of the Delivery Program - the individual projects, activities and budget for the financial year.

ANNUAL REPORT



The Application and Selection Process

Candidate Care

The City of Parramatta and Derwent are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

COVID-19

We understand there are unique and significant challenges due to the COVID-19 outbreak currently facing Australia and the world. In this dynamic environment Derwent and the CoP are responding to changes to ensure the safety and equity for all applicants and the CoP team. Currently, all interviews will be held via video conference (across a range of platforms to accommodate personal requirements) and any in person meetings will be subject to relevant legislation and guidance of the National Chief Medical Officer. We are happy to discuss these in greater detail with potential candidates and ensure that we are protecting the health and safety of our candidates. We are also happy to make adjustments to the process that are necessary to ensure inclusion and accessibility.

Applications

Closing date: Sunday 17th May 2020

Submissions:

All applications are to be received by Derwent. To apply, please go to www.derwentsearch.com.au and search the role title. Your application should include a resume and a cover letter (up to 2 pages) highlighting your suitability for the role.

Information and Inquiries:

For a copy of the Candidate Information Pack please go to www.derwentsearch.com.au and search the role title. For other inquiries contact the Derwent team by email COP@derwentsearch.com.au with your questions or requests and we can also arrange a convenient time to speak.

Derwent will maintain confidentiality with respect to contact by potential applicants.

Selection process

Derwent will conduct a review of applications for the CoP to consider and select a short list to be invited to attend an interview with the section panel.

The panel interview will be a capability-based interview for up to 1 hour, designed to reflect the selection criteria for the position.

Candidates may also be required to complete additional assessments such as on-line personality and cognitive assessments.

Reference Checks

The selection process for final candidates will include at least two verbal references contacted after gaining permission from the candidate. Any written references provided will also be checked at the appropriate stage and additional referees may be sought to further understand a candidate's merits for the position.

Pre-employment verification and background checks

An offer of employment will be conditional on the following checks being completed to satisfaction:

- Academic Qualification Check
- Professional Membership Check
- Criminal History Check
- Employment History Check
- Financial Regulatory and Bankruptcy Check.

Thank you for your interest in The City of Parramatta.