



Candidate Information Pack

City of Parramatta Chief Financial Officer

Consultants: Andrew McEncroe, Managing Partner and Kate Bromley, Consultant
December 2021

Contents

Advertisement.....	3
About the City of Parramatta	4
Position Description	6
The Application and Selection Process	8

Links to other useful documents

<https://www.cityofparramatta.nsw.gov.au/>

[Delivery Program 2018 – 2022](#)

[Community Strategic Plan 2018 – 2038](#)

[Annual Report 2020 – 2021](#)



Advertisement

Chief Financial Officer

- **Do you have the vision & acumen to be part of building the Central City?**
- **Are you a leader who sees the bigger picture and builds capability?**
- **This is a rare opportunity to make a difference**

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.

Council has an excellent Executive Team leading approximately 1,200 staff with an annual turnover of approximately \$430m, including capital expenditure of \$311m. 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 work closely with the executives across the organization to develop and execute a sustainable finance strategy. Reporting to the Executive Director Corporate Services, you will be leading a team of approximately 38 staff across accounting, planning and analysis, procurement, asset management and rates.

Your immediate focus will be on building a team fit for the task of building the Central City. Improving systems and processes and developing Council's analytical capability to support budget management, cost-benefit analysis, forecasting and funding in alignment with Council's objectives is also critical.

We are seeking a finance leader who builds strong teams operating as outstanding business partners. You will be someone who thinks beyond the finance function and considers wider interdependencies, relationships and developing organisational capability. You will enjoy driving change and bringing a team with you.

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 executives with experience in large, diverse business environments and 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 publicsector@derwentsearch.com.au and we can also arrange a convenient time to speak.

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

Applications close: Sunday 9th January 2022

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.

As the largest city centre in Greater Western Sydney, Parramatta is building on its strengths as a focus of economic activity, essential services, natural assets, culture and creativity, to lead one of Australia's fastest growing regions.

Western Sydney is currently experiencing a jobs deficit crisis, and there is a growing mismatch between where people live and work. Over the past 10 years the Western Sydney region added 26,000 residents per year, but only created 9,000 jobs per year, and prior to the disruption caused by the pandemic, every weekday 225,000 Western Sydney residents commute to workplaces outside of the region due to the undersupply of jobs. The implications of the recent lockdown on Western Sydney are currently being assessed however based on existing trends, most new housing will be built in Western Sydney, while jobs growth in key industries, particularly the knowledge and innovation sectors, will happen in the northern and eastern suburbs. Without a major shift in both land use and transport planning, the jobs deficit in Western Sydney will continue.

High demand for residential housing in Western Sydney is resulting in house prices that are unaffordable for many households, including young people. There is little affordable housing for low-income households and increasing housing supply alone will not meet the needs of the large numbers of people in housing stress in the City of Parramatta and across Greater Sydney. These trends are creating a metropolitan Sydney that is divided by economic opportunity, health and social outcomes. As Sydney's Central City, Parramatta has an important role to play in shifting investment, jobs growth and prosperity westwards. Positioned at the heart of Sydney's Central City, the success of Parramatta will benefit not just those living within the City of Parramatta and the Central City District – it will benefit all Sydneysiders.

Over the next 20 years, the City of Parramatta will grow from 235,000 to almost 400,000 people – the equivalent of three busloads of new residents per week. New public and private investment in infrastructure is planned to support this growth, including roads, light rail, schools, hospitals, universities, offices, shops, accommodation, and new public spaces. This pace and intensity of growth is unprecedented in the City of Parramatta. Decisions made now will have significant consequences in 20 years. The unique potential of City of Parramatta has been recognised in numerous NSW Government plans, and Parramatta's major centres have been earmarked for population growth and investment.

Planning for Parramatta's future

Communities share similar aspirations, for example a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, education and employment, and access to reliable infrastructure.

The plans and policies of government, businesses and other key organisations that respond to meet the local priorities and concerns of the City of Parramatta should not exist in isolation – they are inter-connected.

The Integrated Planning & Reporting (IP&R) framework allows Council to draw various strategic plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

Community engagement is an essential element of an effective IP&R framework. Meaningful engagement drives the development of all Council's strategic and delivery plans, ensuring they are based on sound evidence and reflect the aspirations and priorities of the whole community.

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

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

Delivery Program 2018 – 2022

Council's Delivery Program 2018 – 2022 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 2021 – 2022

Council's Operational Plan 2021 – 2022 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.

The Delivery Program and Operational Plan has been informed by the priorities of the first elected Council of the City of Parramatta and the results of many months of engaging with their communities and partners. This is reviewed each year to ensure Council's activities are still in line with its priority goals, and that they are achievable and in line with budget.

Community Strategic Plan

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

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

Their 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.

City of Parramatta's Community Strategic Plan is built around six key goals, which were developed following extensive consultation with our community:

1. **Fair** – We can all benefit from the opportunities our city offers
2. **Accessible** – We can all get to where we want to go
3. **Green** – We care for and enjoy our environment
4. **Welcoming** – We celebrate culture and diversity – past, present and future
5. **Thriving** – We benefit from having a thriving CBD and local centres
6. **Innovative** – We collaborate and champion new ideas to create a better future.

The new term of Council brings the opportunity to assess the City of Parramatta's performance to date against the Community Strategic Plan and to develop the next Delivery Program and Operational Plan and the successful candidate will have the opportunity to contribute to these key plans.

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) will be responsible for managing financial planning and financial risks for the organisation including financial reporting and the analysis of data for the CEO and Senior Executives. The Chief Financial Officer will directly assist the Executive Director Corporate Services with all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and management of funding. The role will also be responsible for Audit and Risk, financial policies, procedures and systems including compliance with legal and regulatory requirements. The CFO will assist the Executive Director Corporate Services by facilitating operational service delivery, conducting financial analysis of strategic business initiatives to ensure adequate financial resourcing and consistency with business objectives and manage the budgeting, forecast and cost management processes in alignment with company's strategic objectives.

KEY RESPONSIBILITIES

- Management of the Organisation's operational and long-term financial budget and plans.
- Ensure that there is alignment with Council's strategic direction and it's operational and long-term financial plans.
- Direct the implementation of strategic business and risk management plans.
- Provide leadership in the development, implementation and achievement of strategic financial objectives and associated business activities and processes.
- Develop and implement financial modelling tools / systems that enable high level decision making for all Council projects, strategies and business operations
- Actively participate in key decisions as a member of the Executive Management team.
- With the CEO and Executive Director Corporate Services ensure the successful implementation and maintenance of all financial, risk management and general business initiatives.
- Direct and oversee the management of all aspects of Financial Management for the organisation including Accounting, Audit and Procurement functions.
- Ensure financial policies, procedures and systems comply with legal and regulatory requirements and facilitate operational service delivery.
- Monitor the Organisation's financial and asset performance with a view to safeguard and maximize performance.
- Oversee the management of all insurance and risk portfolios and take action as necessary to ensure that the interests of Council are adequately catered for and protected
- Oversee the coordination and activities of independent auditors so that all audit issues are resolved, and compliance issues are met.



- Ensure that the preparation of all reports including the annual statements meet statutory requirements and schedules.
- Management of the Organisation's funding including financing, cash balances, cash forecasts and investment funds.
- Provide Executive Director Corporate Services, Councillors, the CEO, and the broader organisation with timely and accurate analysis of budgets, financial trends and the financial implications of business activities.
- Provide recommendations to strategically enhance financial performance and business outcomes.
- Provide timely, accurate and commercially focused advice to Senior Management within the Organisation.
- Provide advice on the impact of new plans, programs/ strategies and regulatory action.
- Develop and maintain effective relationships with all external business partners including financial institutions, state, and federal authorities.
- Represent Council at all high-level financial meetings/negotiations and ensure the achievement of best outcomes for Council.
- Drive the development and implementation of financial tools, systems and processes that maximise outcomes for Council that gain efficiency and value.
- Utilise business acumen to deliver successful outcomes for Council across all facets of the organisation as required.

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, IE Chief Finance Officer level in a medium sized organisation / multi-disciplinary environment.
- 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

The Application and Selection Process

COVID-19

In this dynamic and challenging environment, Derwent and the City of Parramatta are responding to changes to ensure the safety and equity for all applicants and stakeholders. Interviews will be held in accordance with NSW Health guidelines and may be appropriately conducted in person or by video conference. We are happy to discuss these in greater detail with potential candidates and ensure that we are protecting the health and safety of everyone we work with.

Candidate Care

We 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.

Applications

Closing date: Sunday, 9th January 2022.

Applications:

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 highlighting your suitability.

Inquiries:

Contact Derwent by email publicsector@derwentsearch.com.au and we will reply with information and arrange a convenient time to speak as required. 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

For candidates in final consideration, at least two referees will be contacted with permission before an offer is made. Any written references provided will also be checked and additional referees may be sought to further understand a candidate's merits for the role.

Pre-employment verification and background checks

Before an offer of employment is made the following checks will be undertaken:

- Academic Qualification Check
- Professional Membership Check
- Criminal History Check
- Financial Regulatory Check
- Bankruptcy Check
- Drug and Alcohol Screening.

Thank you for your interest in the City of Parramatta.

We are currently closed over the Christmas period from Thursday, 23 December 2021, returning Monday, 10 January 2022. There will be limited email access, so please expect a delay to any response for this process.