

## Position Description

<b>Position Title:</b>	Executive Director Corporate Services
<b>Reports to:</b>	Chief Executive Officer
<b>Division:</b>	Corporate Services
<b>Location:</b>	Orange, NSW / Hybrid arrangements
<b>Employment Status:</b>	Permanent
<b>Hours:</b>	Full Time - 36.75 hours/week
<b>Salary Band:</b>	RSE
<b>Citizenship:</b>	Permanent Right to Work in Australia

## About us

RIC (Regional Investment Corporation) is an Australian Government finance provider for farmers and farm-related small businesses. We were established under the *Regional Investment Corporation Act 2018* (RIC Act) to provide low-cost loans to strengthen Australian agriculture and grow thriving regional communities.

RIC farm loans support our customers to prepare, manage through and recover from drought, natural disasters or biosecurity risks causing severe financial disruption. We help accelerate plans for first-generation farmers and next-generation farmers.

### Our culture & people

RIC has a vibrant culture and leadership framework which is directly aligned to our culture statements and defines what leadership means at all levels.

At RIC, our people have vision and are empowered to build a leading Australian Government agency known for its contemporary service, expertise, and integrity. They are committed, innovative and their achievements are celebrated. They are as diverse as the work they do.



Be bold, act with purpose



We are down to earth



We embrace difference and act as one

## Our customers

We aim to deliver a first-class customer experience by partnering with our customers from the beginning of their journey with us. We respect the time of our customers by being transparent with them about the loan process, keeping things simple and understanding their needs.

Put simply, our customer experience principles are:



- Respect my time
- Simple and Seamless
- Partner with me
- Understand me

## About the job

The Executive Director Corporate Services is classified as a RIC Senior Executive (RSE) position within the organisational remuneration and classification structure.

As the Executive Director Corporate Services, you will be responsible for overseeing the operation of the Finance, Risk, Insights and Governance, and Information Communications Technology functions.

### Finance

- Overseeing RIC's financial management functions including the financial audit framework, financial and management accounting, preparation of monthly reports, annual financial statements and Portfolio Budget Statements (PBS)
- Monitoring and reporting of RIC's finances in accordance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and finance rules
- Overseeing the delivery of all customer loan account management functions and processes
- Overseeing compliance of RIC's procurement activities in accordance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)

### Risk, Insights and Governance

- Working with the CEO and leadership team to continuously mature the operational performance planning and reporting suite, providing insights into RIC organisational and loan performance
- Building and managing strong strategic relationships with a variety of stakeholders including government, industry and the community ensuring the promotion and delivery of RIC's business objectives.
- Overseeing key governance, risk and compliance functions such as risk management, privacy, fraud, security (including adherence to PSPF), delegations, business continuity and internal controls (including non-financial audit framework, compliance and assurance)
- Ownership of the 3 Lines risk management framework and directing the delivery of 2<sup>nd</sup> and 3<sup>rd</sup> Line activities.
- Overseeing compliance with regulatory and legislative requirements
- Managing policy changes, developing strategies to mitigate risks and enable opportunities
- Implementing good governance practices and continuous improvement

## ICT Management

- Overseeing RIC's ICT and Data architecture, platform and security to ensure it is fit for purpose and able to support RIC's business objectives
- Ensuring that RIC has the capabilities available to it to deploy key ICT and data initiatives
- Ensuring ICT operational issues are managed in a professional and cost-effective way
- Ensuring effective management of technology and cyber security risks Managing the relationship with key external service providers

## Stakeholder Engagement

- Build and manage effective relationships with government and industry stakeholders in relation to the delivery of RIC's corporate governance outcomes, financial management and compliance with laws.

## Corporate Services

**Leadership:** Leadership of the Corporate Services group to ensure an effective, cohesive, and responsive group, focused on best overall outcomes for the RIC. Taking responsibility for the management and development of all staff in Corporate Services, timely submission of quality reports, and creating a positive, dynamic, and collaborative work environment.

**Strategic Direction:** Contributing to strategic direction and the effective achievement of the RIC's Corporate Services goals and KPIs. Establishing and maintaining strong relationships with key internal and external stakeholders, providing high-level advice to the CEO, Board, and audit committee.

**Performance Monitoring:** Establishing performance metrics and monitoring the performance of the Corporate Services division to ensure alignment with organizational goals.

**Innovation and Improvement:** Encouraging innovation and continuous improvement within the Corporate Services division to enhance efficiency and effectiveness.

**Project Portfolio Management:** Leading and overseeing the Project Officer in managing a diverse portfolio of projects. This includes setting strategic priorities, ensuring alignment with organisational goals, and optimising resource allocation. Responsible for maturing the organization's capability in project portfolio management by implementing best practices, developing robust processes, and fostering a culture of continuous improvement.

This position will also be required to undertake other duties as directed.

## About you

### Job capabilities

RSE leaders require a mixture of technical and management expertise as well as leadership capabilities to deliver RIC's Strategic Plan. This combination is critical to effective whole of government work - both in terms of leadership and the range of technical and implementation skills called for to address complex policy and service delivery issues.

### Leadership capabilities

To be successful in this role, you will have the essential attributes of a RSE leader and will be responsible for:

- establishing expectations and priorities, monitoring performance, coaching and developing team members, and creating a positive, dynamic and collaborative work environment
- leading the implementation and delivery of strategic/major agency activities including projects and change initiatives
- providing a key escalation point for professional/technical matters related to the specific discipline
- driving performance outcomes for a specific program, initiative, or for quality of advice provided
- recommending and executing performance improvement initiatives
- independently managing the day-to-day activities of staff to ensure efficiency and effectiveness of service delivery, proposes creative solutions to problems to create a positive, dynamic, and collaborative work environment

### **Knowledge and experience**

To be successful in this role you will possess the following capabilities:

- exceptional people management skills including an ability to build relationships both internally and externally at all levels; and the ability to engage, motivate and lead high-performing and multi-disciplinary teams
- high level strategic, specialist and analytical skills to drive executive decision making including extensive experience in developing, implementing, and evaluating complex data driven strategies
- high levels of capability in navigating government landscapes and in building and fostering strong stakeholder relationships
- capability to be a principal and authoritative source of advice upon which the organisation and ministers depend, spanning multiple agency outcomes or on issues of very high risk and complexity
- demonstrated capability to lead complex organisational change through personal role modelling and leadership
- a highly collaborative approach, underpinned by a desire to partner with their fellow executives and stakeholders balanced with a capability to manage challenging risk and compliance related issues
- excellent written and oral communication skills including strong representational and negotiation skills
- initiative, judgement, and a track record of leading workplace innovation
- demonstrated understanding of the Australian government financial and governance frameworks is desirable

You will have the following experience:

- extensive experience in a similar position
- demonstrated experience in contributing to the strategic planning process and assisting with the implementation of operational business plans
- high level organisational project and contract management experience and skills including the ability to prioritise a complex workload
- Australian or State and Territory government service delivery experience is desirable.

### **Qualifications**

- Relevant qualifications in business, finance/accounting, business statistics, or similar discipline are essential
- CPA/CA qualifications would be highly regarded

## **Eligibility/Other requirements**

You will be required to undergo pre-employment screening including:

- National Police History Check
- Financial Background
- AML/CTF
- Politically Exposed Person (PEP)
- Baseline Australian Government Security Vetting Clearance or above or a willingness to undertake a security vetting process may be required