

Job Description Form (JDF)

Position details

Position title: Chief Financial Officer
Position number: 70180015
Classification: Class 1
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCSAA 2024
Pillar: Corporate Services
Directorate: Finance

Reporting relationships

Reports to: Managing Director Corporate Services (70180004), Class 3
This position
Direct reports: 6 positions

Role summary

As part of the Department's leadership team, the Chief Financial Officer (CFO):

- Undertakes the role and responsibilities of Chief Financial Officer for the Department, and responsible for providing CFO services for 9 Regional Development Commissions, the Agricultural Produce Commission and the Rural Business Development Corporation in accordance with the Financial Management Act 2006.
- Provides high level strategic and technical advice to the Director General, Corporate Executive, senior management and key stakeholders in relation to all financial, accounting and procurement matters.
- Operates as a member of DPIRD's Corporate Executive.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Financial Management

- Undertakes the role of Chief Financial Officer for DPIRD, the Rural Business Development Corporation (RBDC), the Agriculture Produce Commission (APC) and the 9 Regional Development Commissions.
- Responsible for leading the department's financial and procurement functions including the development of strategic initiatives, corporate strategies and plans and the implementation of Government's financial and procurement reforms.
- Oversight of a complex financial landscape that includes 3 Industry Funding Schemes, External funding arrangements including Commonwealth Government funds, 86 Royalties for Regions projects, 15 Special Purpose Accounts and 16 Regional Biosecurity Groups.
- Ensures departmental procurement policies, practices and procedures comply with State Supply Commission and Government procurement policies and requirements and monitors and reports on the department's application of them.
- Develops strategic financial and procurement management initiatives to support DPIRD's current and future business requirements and Government reforms.
- Provides effective management of the department's budget and reporting cycle to meet all government requirements, including management of DPIRD's relationship with the Department of Treasury and Finance.
- Effective leadership of the Finance directorate in delivering contemporary and valued, client-focused financial and procurement management advice, information, systems and support to ensure appropriate financial management practices.
- Provision of timely, accurate financial reporting to senior management and relevant external stakeholders, including the preparation of quality budget papers and financial statements.
- Promote financial literacy throughout the organisation, including championing learning and development of relevant skills at all levels.
- Active participation as a member of DPIRD's Corporate Executive and senior leadership team.
- Financial advice and support to other statutory authorities and agencies as required.

Management

- Contribute to the development of corporate strategies, direction and policy.
- Lead the development of directorate business and operational plans to achieve outcomes consistent with our legislative responsibilities.
- Foster and maintain appropriate networks and relationships with relevant internal and external stakeholders, including the Department of Treasury and Finance and Ministers and their offices.

- Promote the professionalism of Finance staff, encouraging them to monitor and maintain up to date knowledge of issues and trends and to participate in external professional and technical activity.
- Act as a collegiate member of the Corporate Services pillar and DPIRD's senior leadership team.
- Develop and implement effective risk management strategies and business continuity planning for the directorate to ensure program and service outcomes are achieved.
- Ensure directorate compliance with relevant public sector and agency standards, policies, procedures and legislation.
- Foster and drive continuous improvement within the directorate.
- Oversees governance of the directorate to departmental standards in regards to:
 - Human resource management.
 - Asset and contract management.
 - Financial management including the management of our departmental resources to achieve budget outcomes.
 - Quality service delivery to clients.
 - Compliance with public sector and departmental requirements, policies, procedures and standards.
- Management of directorate contribution to emergency response incidents and the training and readiness to support the response.

Other

- Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Performs other duties as directed.

Work related requirements

The Public Sector Commission's Leadership Expectations provides a common understanding of the mindsets and expected behaviours required of all public sector employees. Everyone leads in a context, and the leadership context for this role is Executive Leader.

The ability to demonstrate and apply the below expected behaviours will be assessed in the context of this role.

1.	Role specific requirements	• You demonstrate an outstanding record of leadership and achievement at an executive level.
2.	Lead collectively	• You take a system wide perspective to deliver value for the agency and sector

	Seek and build key relationships, work together, and focus on the greater good	You create value by fostering strong relationships with broad networks to influence outcomes.
3.	Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks	- You foresee the broad consequences and risks of your decisions - You are able to work with a high level of complexity arising from ambiguity and uncertainty
4.	Dynamically sense the environment Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes	- You proactively build your networks and establish trusting relationship to deliver value for your business area, the Department and the State. - You maintain a broad and well-informed perspective to understand and influence others.
5.	Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges	- You proactively identify and pursue the strategic priorities that deliver value to the Department and the State. - You develop alternate plans and strategies to overcome barriers to delivering your goals.
6.	Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion	- You proactively recruit and build diverse talent in your business area and develop emerging leaders through coaching and empowerment. - You foster a sense of belonging, embracing diversity and inclusion.
7.	Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.	- You deliver results under challenging conditions while maintaining the reputation of your business areas and the Department. - You demonstrate a genuine passion for your business areas, the Department and the work of the sector.
8.	Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts	- You demonstrate a high level of self-awareness and reflect on your own strengths, limitations and blind spots. - You are open to change and willing to adapt your style to effectively lead your business areas.

Desirable criteria

1. Knowledge of the *Financial Management Act 2006* and experience in its application.

Special requirements/equipment

- Current membership of either CPA Australia as a Certified Practicing Accountant or the Institute of Chartered Accountants in Australia as a Charter Accountant is essential.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Be available to perform duties outside of normal working hours.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Managing Director, Corporate Services

Endorsement Date: 26 October 2026