

Director, Chief Corporate Officer

Executive Level 2

\$134,212 - \$149,818 + superannuation a competitive remuneration package will be negotiated

People, Performance and Finance Team

Ongoing, Flexible working arrangements available

Sydney or Canberra location

IPFA

IPFA's was established on 1 July 2017 as an independent Executive Agency. It sits within the Treasury Portfolio.

IPFAs purpose is to:

- Provide independent commercial and financial advice to support the delivery of Australian Government infrastructure projects.
- Build the Australian Government's capability to deliver infrastructure priorities.
- Strengthen confidence in the Australian Government's investment through better informed decisions and investment management.

Through its specialist commercial and financial expertise, IPFA provides advice on infrastructure investments to the Cabinet, Portfolio Ministers, and all agencies across Government, and supports delivery with our portfolio and private sector partners.

This role presents an exciting opportunity to be part of a team at the forefront of shaping commercial and financial advice to the Australian Government on nationally significant infrastructure investments for the benefit of all Australians.

IPFA promotes an inclusive, flexible working environment and is committed to developing our staff. Applicants whatever your culture, religion, background, gender identity or with a disability are encouraged to apply.

The Role

The Director, Chief Corporate Officer manages the People, Performance and Finance team. This role reports directly to the Chief Executive Officer, with key responsibilities including:

- Outstanding communications and interpersonal skills to contribute to the Leadership team and engage stakeholders of all levels
- Lead and manage a team by practising inclusive leadership and collaboration, to achieve positive delivery outcomes
- Cultivate productive working relationships, including a demonstrated ability to operate in multi stakeholder environment
- Inspire a sense of purpose and direction to align the team goals against the agency's strategic direction
- Adhering to and promoting the APS Values, Code of Conduct, Agency's Values, and acts with the upmost integrity and professionalism

Key Skills and Attributes Sought:

- Functional team Management:
 - People engagement & processes
 - Performance measurement and reporting
 - Corporate health and compliance
 - Finance
- Deliver on key requirements under the PGPA Act and the PS Act
- Review and maintain IPFA's suite of corporate policies and documentation, including but not limited to Accountable Authority Instructions, Operational Guidelines and Other Policies
- Delivery of IPFA's non-financial performance reporting, including IPFAs Corporate Plan, Annual Performance Statements and internal reporting processes
- Stewardship for IPFA's outsourced services including Property, ICT and Security.

It is a requirement of employment with IPFA that employees can obtain and retain an Australian baseline security clearance.

How to Apply (do not use Apply Now button)

If this sounds like the opportunity you are looking for please submit an application via people@ipfa.gov.au by Sunday 27 September 2020 at 11:30pm AEST. As part of your application you will need to provide:

- your resume, including the contact details of two referees; and
- a 'one page pitch' outlining your skills, knowledge, experience and qualifications and what you would bring to IPFA.

If you experience any difficulties or have any questions about this role, please contact IPFA Recruitment Team at people@ipfa.gov.au.