

Your career



**The
Treasury**

Our future

Graduate Program 2012 (several positions)

NSW Treasury is seeking a number of graduates to join our Graduate Program in 2012, for an exciting opportunity to work within a Central Government Agency.

Our Graduate Program also includes a targeted position for a person of **Aboriginal and Torres Strait Islander descent**. NSW Treasury strongly encourages applications from graduates of Australian indigenous background.

The graduate program is for you if...

- You are interested in working in both financial and economic roles
- You would like on-going learning and development opportunities from day one
- You want an entry-level, permanent position in the Public Sector
- You are tertiary qualified in business, commerce, accounting, finance or economics completed within the last 3 years (Double degrees and Postgraduate qualifications are highly regarded)

As a member of the graduate program you will:

- Work as part of a team in a professional and dynamic working environment
- Gain experience across three different areas in your graduate year
- Analyse the financial position of Government agencies and businesses or, depending on your role, develop and implement the Government's economic and fiscal policies
- Use your analytical and problem solving skills as you interact with a mix of people, teams and managers
- Exercise initiative as you work on challenging and stimulating projects

Your reward.

- Sydney CBD location
- Remuneration package \$76,675 which includes salary range \$52,104 - \$69,518, employer's contribution to superannuation and leave loading
- Access to work/life balance
- Leave and financial assistance to support you in further tertiary study

Closing date: 16 October 2011

Apply: on-line at www.jobs.nsw.gov.au

Job Reference Number: 00000L2S

For enquiries contact: Matt Hart, Recruitment Manager on (02) 9228 4011

For more information visit our website: www.treasury.nsw.gov.au

Please note: To be eligible you will need to be a citizen or permanent resident of Australia or New Zealand.

**NSW TREASURY
POSITION DESCRIPTION
GRADUATE**

POSITION TITLE:	Graduate
DIRECTORATE:	Various - rotations occur throughout various directorates within NSW Treasury
DATE:	August 2011

ORGANISATIONAL ENVIRONMENT

The NSW Treasury is the principal department in the Treasury Cluster which includes Treasury and the NSW Treasury Corporation.

NSW Treasury

The NSW Treasury mission is to promote State resource management to achieve better public services and a stronger economy. The focus is on two key results areas:

- ❑ Strong State finances supporting the delivery and long run affordability of Government services;
- ❑ Policy settings promoting a competitive State economy.

The key services are policy development and the provision of advice to the Government. It incorporates seven Directorates, which report to the Executive Board:

- **Budget and Financial Management Directorate**
 - Coordinate delivery of the State Budget, implement a financial management framework;
 - Advise on resource allocation and undertake the Crown's financial asset and liability management; and
 - Overseeing management of Government self-insurance arrangements.
- **Commercial Management Directorate**
 - Oversight State Owned Corporations on behalf of the Shareholder Ministers, develop physical asset and procurement policy, assist on the implementation and ongoing management of privately financed projects and advise on property issues and manage government business sale transactions.
- **Economic, Environment and Communities Directorate**
 - Advise on the efficiency and effectiveness of public sector agencies in the Environment and Economic Services sector.
- **Expenditure Review Directorate**
 - Provide advice in order to strengthen NSW Government's finances and protect its AAA credit rating through initiatives such as efficiency audits, whole of government reviews, wage restraint and machinery of government changes.
- **Fiscal and Economic Directorate**
 - Advise on economic and fiscal issues including the State's Fiscal Strategy, tax and revenue measures, intergovernmental relations, regulation and development.

➤ **Human and Social Services Directorate**

- Advise on the efficiency and effectiveness of public sector agencies in the human and social service sector.

➤ **Corporate**

- Provides a range of corporate and business support services including human resource, finance, information technology, records management, planning, audit & risk, communication, parliament and ministerial, administration and executive support activities.

More detailed information on the structure and functions within Treasury can be sourced on our website: <http://www.treasury.nsw.gov.au> (please refer to “*about us*”).

ABOUT THE GRADUATE PROGRAM

The graduate program is a twelve month program. During this time, graduates receive three placements (each of four months duration) within different branches of Treasury. This provides graduates with the opportunity to experience working in several areas of Treasury before settling into a permanent role. Graduates are involved in determining their placements.

REPORTING ARRANGEMENTS

Whilst the Graduate is responsible to the Director, management style is not hierarchical with much of the work of the Directorate being carried out collaboratively across branch lines. The Graduate is encouraged to take individual responsibility and initiative.

WORK PERFORMED

All positions in treasury include teamwork and liaison with other government agencies. As a graduate you may be called upon to undertake work across a number of different areas.

As a Graduate, you will:

- Analyse and provide advice on the financial and economic issues facing government agencies (eg. Transport, Health, Education, Natural Resources) and businesses (eg. Energy and Water), or on a range of significant policy matters.
- Assist in the development and implementation of processes and strategies to measure and improve public sector performance.
- Assist in the provision of advice to the Treasurer and Treasury Executive on issues that affect the State’s finances and the NSW economy.
- Prepare Ministerial correspondence.

The Graduate will be involved with and learn how to:

- Prepare and draft clear concise reports and submissions with sound recommendations.
- Prepare and provide research and analysis with recommendations, solutions and strategies for improvement or change.
- Develop mutually agreed resolutions to issues through professional communication with clients and their representatives.
- Work with more senior analysts on priority issues.

CHALLENGES

Challenges may include the following:

- To be well informed on the economic and financial climate within which Treasury operates.
- Providing advice to senior management and others in a timely and professional manner.
- Meet deadlines and competing priorities.
- A good understanding of reforms and the strategic directions of government.
- Dealing with complexity, uncertainty and imperfect information.
- Assessing and devising new approaches to resource allocation which may fall outside established processes.
- Negotiating implementation of new financial management initiatives.
- Developing innovative solutions to financial issues that are practical and possible.

KEY ACCOUNTABILITIES

The Graduate is responsible for performing work consistent with Treasury values of:

- Focusing on our Stakeholders
- Valuing the Individual
- Acting with Integrity
- Providing Leadership at all levels
- Continuously Learning and Innovating.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Graduate Program - Recent (completed within the last 3 years) tertiary qualification in Business, Finance, Commerce or Economics.
- Accounting Graduate Program - Recent (completed within the last 3 years) tertiary qualification in Accounting or Business, Finance, Commerce or Economics with an Accounting major.
- High level of communication skills, both verbal and written.
- The ability to negotiate and discuss policy issues.
- High level skills in economic business, financial or risk analysis.
- Good organisational skills and the ability to meet tight deadlines.
- Ability to work in a team.
- An aptitude for solving complex issues.