



My career
Our future



New South Wales
TREASURY

Doing things our way

OUR MISSION

Promoting the allocation of resources that increases the economic welfare of the community.

OUR VISION

To be a world class public sector financial and economic adviser, highly regarded by our key stakeholders for our professionalism, integrity, competence and leadership.

OUR VALUES

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



New South Wales
TREASURY

hello

You're looking at changing jobs and how it will affect your career.

We're looking for people who want to make changes.

We want people who can make a difference.

Working with us you'll be involved in major projects for the State.

We want people with the skills and initiative to keep NSW moving forward.

You'll need ideas and the ability to drive those plans to completion.

At NSW Treasury you'll be making financial and economic theory work in the real world.

The best thing for your future is change.

If you have the skills and initiative we need, then come and meet the challenges we offer.

Best wishes deciding your future.



John Pierce
Secretary
NSW Treasury

For more details visit our website
www.treasury.nsw.gov.au



What we

Our work is geared towards making the future better for NSW.

We're responsible for advising the NSW Government on how to best manage the State's finances.

This means getting the best value for money for every NSW State dollar.

We devise policies & projects that will

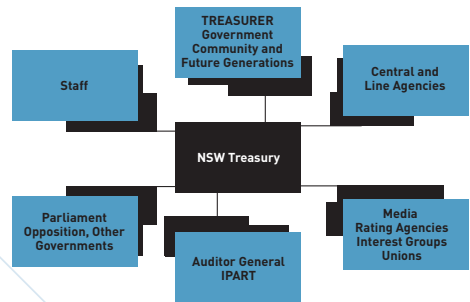
- improve management of the State's finances
- help the State of NSW retain its AAA credit rating status
- determine the allocation of resources to maximise the benefit for the State and the community, &
- ensure the Government receives appropriate payments from its businesses.

To get an idea of the amount of money we're dealing with, New South Wales (as the largest Australian State) has public sector assets valued at about \$126 billion.

The Gross State product is about \$225 billion per year.

We serve the Government & the community by advising our main client, the Treasurer, on economic issues & State financial management policy.

Our other clients, or major stakeholders, include our staff plus central & line agencies (other government departments & businesses).



The NSW Government is responsible for delivering most major public services including

- schools & education
- hospitals & health services
- law & order including corrective services & courts administration
- public transport & main roads
- welfare & community services & public housing.

Funding for most of these services comes from the State Budget.

Managing the State Budget is one of our key responsibilities.

We advise the Government on the best allocation of funds when resources are limited & there are competing priorities.

do



I've worked on the impact of the Olympic Games, the effect of electricity reform, environmental issues, economic development and changes to the tax system. You get plenty of variety. **Matt Crowe**

Dollar



It's really important to have role models, here there are women in senior management positions. **Melita Breen**

s and sense

NSW Government businesses also provide services to industry and households on a user charge basis.

These include:

- electricity, water & sewerage
- passenger & freight transport & ports
- waste disposal
- lotteries, &
- forest products.

Government businesses also pay dividends to the Government, which is the equivalent of tax to the Budget. NSW Treasury is responsible for ensuring shareholder interests are fully recognised in these operations.

Plus NSW Treasury is responsible for:

- managing Crown debt
- Public Sector accounting policy & budgetary systems
- disbursement of funds to Government agencies, &
- projecting & reporting to Parliament & the general public on Government agency performance & outcomes.

The major source for funding for the Government is State taxes & Commonwealth grants.

NSW Treasury is responsible for tax policy including taxation reform & financial relations with the Commonwealth & other Governments.

We formulate the tax & dividend policies that are applied to Government businesses.

We're also responsible for major asset disposals, such as the past sales of the TAB, the State Bank & GIO.

Many decisions of the NSW Government will have an impact upon the State & national economy. We advise the Treasurer & the NSW Government on how these issues will affect the economy.

These include:

- regulations on price & other financial matters
- industry policy
- industrial relations & wage policies
- the environment &
- funding for infrastructure provision.

Part of this responsibility is ensuring private sector participation in providing new infrastructure is in the best interests of NSW.

This means that we have an important role in promoting economic reform to achieve a higher standard of living for the State.

Who we

Here you're given the opportunity to implement your own ideas. You're encouraged to use your initiative but you're also part of a professional team.

Minh Nguyen



Our office is located in the Governor Macquarie Tower in Sydney and we have a core staff of about 180 people. Our operating budget is about \$30 million per year.

You'll be working in one of our Directorates or Units. These are all interlinked because of our teamwork approach to financial reform and core processes.

EFD

Economic and Fiscal Directorate

- advises on overall fiscal strategy integrated with revenue strategy including Commonwealth & State relations & taxation policy issues
- manages economic strategy, including the application of competition policy & assessment of large State infrastructure projects.

FMD

Financial Management Directorate

- implements public sector financial management reform & commercial policy reform for Government corporations
- coordinates the Budget process & preparation of State financial reports
- manages Crown asset & advises on liability management
- manages service wide assets, liabilities & transactions
- advises on accounting policy & standards development & reform.

RAD

There are **two Resource Allocation Directorates** structured on a portfolio basis for:

1. Education, Natural Resources and Property sectors 2. Human Services, Justice and Transport sectors

- each advises on agency specific policy issues
- each monitors performance of their respective government agencies
- each advises the Treasurer as the Shareholding Minister of the various State owned corporations
- each advises the Treasurer on resource allocation and reform.

MIG

The energy **Market Implementation Group**

- coordinates ongoing energy sector reform including the continuing development of regulation of the industry in New South Wales & the introduction of full retail competition
- advises the Treasurer & the Government's Shareholders & the Minister for Energy & Utilities on the implementation of an Energy Industry Plan designed to reform the industry.

Two additional Units provide management support:

ECU

The Executive Coordination Unit

- supports the Executive
- coordinates with the Treasurer's Office.

CMU

The Corporate Management Unit

- advises on human resource policy
- coordinates NSW Treasury's budget
- manages delivery of support services for corporate finance, human resources, information technology & records management provided to NSW Treasury by the Central Corporate Services Unit of the Department of Public Works & Services.

For more details visit our website
www.treasury.nsw.gov.au

More than

At NSW Treasury we believe you should still have a life outside of work.

Sure working hours can be long & deadlines must be met, especially during the Budget, but we value our staff & reward that extra effort.

Options for short-term placements overseas are now a feature of our development program. There are also opportunities for secondments to projects with other organisations or departments, sometimes interstate.

Our salaries are competitive with the private sector plus we offer generous superannuation.

On a daily basis flexitime helps you juggle those personal appointments that need to be done during normal business hours.

Under our Enterprise Agreement we offer generous paid long service leave & leave for family & community service commitments.

Planned leave is encouraged & paid maternity leave is available to all full time permanent staff after a qualifying period.

We also support part-time work & job sharing.

At NSW Treasury sick leave entitlements can accrue to provide a safe guard against an unexpected accident.

Plus to ensure you get ahead in your career, we'll help pay your fees & give you the time to do further study.

NSW Treasury → Your future

Planning your future

At NSW Treasury we realise your career is important to you.

We know you need to see where your future is heading.

To help you realise your future NSW Treasury will help you do further study.

NSW Treasury will pay 75% of the cost of compulsory fees. Plus you get half an hour study leave for every hour of face to face teaching time you attend. This can add up to a maximum of four hours per week.

This means that getting your assignments done while you're working full time can be a reality.

Many NSW Treasury staff have done postgraduate study in areas such as accounting, law, economics, international studies or business management.

While you're studying & working with NSW Treasury you get to use your qualification in the real world.

NSW Treasury → Invest in your career

n money



I went to Canada for four months, I won a NSW Treasury scholarship to Queen's University to write a paper on fiscal federalism. It was a great experience. **Ros Martin**

How to app

Job vacancies are advertised in the newspapers and on the NSW Treasury Website (www.treasury.nsw.gov.au/working/jobs.html).

Contact the inquiry person listed in the advertisement & discuss the position so you emphasise your most appropriate skills, knowledge & experience in your application.

If you have not applied for a position in the Public Sector before you may find the suggestions in the following checklist useful when compiling your application.

Your covering letter

- Should be brief, two pages is sufficient to summarise your skills, qualifications & experience & state why you think these support your application for the position.

Your resume

- Must be current & list your contact details (including an e-mail address) & your educational qualifications & training
- List your employment history stating the name & address of the organisation, your period of employment, your position titles & the major duties or responsibilities you undertook
- Include achievements such as projects you initiated or completed in a paid or voluntary basis
- Provide contact details for two referees who can comment on your recent work performance or provide personal references. Let your referees know you're applying for the position.

Your statement of claim

This is the most important part of your application & it must be included in addition to your covering letter & your resume.

The advertisement will include specific selection criteria. These are the skills, knowledge & experience necessary to undertake the position & those additional qualities that would be an advantage for applicants.

You must show the selection committee that you have the required skills, knowledge & experience to meet these selection criteria & how they are relevant for the position. The following suggestions may be useful when compiling your application.

- Address each of the criteria individually & phrase your response in point form or short paragraphs
- List examples from your current or past work that demonstrate you have the skills required for the position
- Highlight your career achievements.



My previous job was in the private sector. You can work in the private sector then try the public sector. I definitely think it's a good idea to work in both.

Matt Crowe

Inside info

I was part of a professional accounting team here initially. I want to be a financial analyst with expertise in financial management and information systems. That's where my career's heading and I'm encouraged here. **Minh Nguyen**



rmation

What key phrases in selection criteria really mean.

Experience in: Give examples that demonstrate you have done this type of work.

Demonstrated knowledge: List examples from your work history proving you have this knowledge or expertise.

Highly developed, Proven, Effective: Indicate your level of proficiency by using examples of your achievements to show your skills, knowledge & experience.

Ability to: You don't need to have done this exact type of work before but you must show you are capable of doing the job. Describe how your skills, knowledge & experience gained in other areas prove you could do the job.

Excellent written communication skills: Detail your writing experience, include the types of material you have produced, publications or reports you've written & during what time, note the target audience or purpose of the document or publication.

Good communication skills: You could list presentations that you've given or conflict areas you've solved using your communication skills. Also include your abilities dealing with people & if you've been involved in providing assistance or advice to the public.

Knowledge of specific legislation: State if you're familiar with the specified legislation. Include your experience interpreting comparable or other forms of legislation or procedures.

Common selection criteria

As well as the specified selection criteria, you will be asked to show your knowledge & understanding of the following common selection requirements.

Contact details are provided if you need more information on these criteria.

Knowledge of Equal Employment Opportunity (EEO)

Office of the Director of EEO in Public Employment
Tel: (02) 9248 3555
www.eeo.nsw.gov.au

Knowledge of Occupational Health & Safety (OH&S)

WorkCover NSW
Tel: (02) 9370 5000
www.workcover.nsw.gov.au

Knowledge of Ethnic Affairs Priorities Statements

The Ethnic Affairs Commission
Tel: (02) 9716 2232
www.eacnsw.com.au

You will have to demonstrate specific examples from your work history where you applied these principles.

For example, you could explain how you implemented EEO principles when you were recruiting staff or allocating training opportunities or supervising others.

We'd like to meet you

At NSW Treasury we offer a variety of employment options.

As well as permanent positions we recruit casual staff, graduates, and part time employees.

We also offer vacation employment and contract positions.

While some of these positions are advertised, we will also consider other employment options as they arise.

So if you're motivated and thrive on challenge, we'd like to meet you.

To discuss our employment options contact

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NSW Treasury
Level 24, Governor Macquarie Tower
1 Farrer Place Sydney NSW 2000

Telephone: (02) 9228 4949

Fax: (02) 9228 4117

E-mail: quinnd@mail.treasury.nsw.gov.au

Website: www.treasury.nsw.gov.au



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