Position Description

Renewal SA
Government of South Australia

Role title	Senior Commercial Analyst	Last reviewed	July 2024
Division	Commercial and Business Services	Team	Commercial and Advisory
Reports to	Director, Commercial and Advisory	Classification	ASO8
Direct reports	Nil		

Role Purpose

Provide expert advice on the property market, asset valuations, and commercial strategies, leveraging expertise in financial modelling and commercial analysis, to ensure the financial success of projects.

Key Accountabilities

- Conduct financial modelling and analysis, including evaluating various options for respective property transactions, to inform decision-making in relation to acquisitions, development, leasing, and selling.
- Collect and collate input from project managers and other stakeholders to determine project inputs for financial models.
- Assess financial models against relevant benchmarks and perform comparative studies against active property development projects.
- Maintain detailed project feasibilities, update project financial models and whole-of-life budgets and conduct independent valuations of assets for statutory reporting purposes.
- Work with external valuers, cost planners and other specialist to provide further robustness to financial modelling assumptions.
- Develop business cases, based on feasibility studies and in consultation with stakeholders, for new and existing projects and support the preparation of Executive/Board Papers and Cabinet Submissions.
- Provide an independent view, test alternative options, and partner with executive and project teams to gather information and bridge the gap between finance and operational teams to ensure knowledge sharing and effective collaboration.
- Work with the Financial Accounting and Business Partnering teams to ensure accurate financial setup of new projects and initiatives.
- Attend project control group meetings with Joint Venture partners and other property industry group meetings as required.
- Work closely with finance and project teams to provide technical and consulting support across the organisation.
- Facilitate high levels of engagement and a purpose driven culture within teams.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives

Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

External	
Who	**Why**
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/ Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Prioritising tasks and ensuring all projects are progressing smoothly given multiple projects are running simultaneously and workflow can be unpredictable.
- Identifying which projects should be prioritised during busy times and dealing with the pressure of meeting multiple tight deadlines.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline (Accounting, Financial Management etc.) are mandatory.
- Post graduate qualifications including CPA/CA or other are desirable
- Knowledge of property industry valuation methodologies are desirable
- Advanced Excel skills including financial modelling are mandatory

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The Renewal SA Capability Framework integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	• Simplify and communicate complex and technical information into understandable and approachable messages. • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. • Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit. • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.
Strategy and Growth	Make an impact	Accomplished	• Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems. • Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems. • Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost. • Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.
Innovation and Agility	Welcome curiousity	Accomplished	• Challenge others on their understanding of the purpose of their actions and the rationale of doing things a certain way. • Help promote a culture where all questions are encouraged and meet with enthusiastic response. • Leverage publications, data, thought leadership and other reputable information to create points of comparison and insights.

			• Create opportunities for others to question and provide feedback on Renewal SA's ways of working.
Solutions Focused	Solve problems	Accomplished	• Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions. • Apply structured evaluation processes with weighting across a number of criteria to inform decisions. • Integrate Renewal SA's social, economic and organisational objectives and considerations in deciding an outcome. • Identify and manage issues collaboratively with others where the scope is outside of Renewal SA's control.
Technical Capability	Project Enablement	Accomplished	• Lead strategic and operational activities and processes necessary to facilitate the entire project lifecycle, whilst guiding and coaching project teams. • Provides subject matter expertise to lead the enablement of technical decision-making outcomes across the project lifecycle. • Leads risk management strategy and monitoring dependencies, whilst providing guidance and support to project teams in effectively resolving or escalating risks. • Align systems and processes to encourage and support improved technical decision making across the project lifecycle and in the achievement of successful project outcomes.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	☐	I have read and understood the role and expectations of me.	☐
Name		**Name**	
Title		**Signature**	
Signature			
Date	Click to enter a date.	**Date**	Click to enter a date.