

# POSITION DESCRIPTION

## Riverside Client-side Business Readiness Project

### BUSINESS & FINANCE SERVICES PROJECT STREAM LEAD (Term Contract)

#### POSITION DETAILS

Date of Position Description	July 2025
Position Title	Business & Finance Services Project Stream Lead (Term Contract)
Position Grade	14
Directorate   Business Unit	Community & Culture   Riverside Theatres
Reports to	Director, Riverside Theatres
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	Riverside Project Offices, Heritage Centre, Church St. Parramatta (Council retains the right to alter locations should the operational need arise)

#### POSITION OVERVIEW

The Business and Finance Services Project Stream Lead role will assist with the strategic planning, design and implementation of the new governance and business services operating model for the redevelopment of Riverside Theatres. It will lead the Finance and Business reporting function and support the Governance stream with key project deliverables.

The role will provide strategic leadership and advice to the Director, Riverside Theatres and senior Executive Team and Council stakeholders on business readiness requirements, oversee the setup of financial and corporate frameworks and ensure alignment with the organisation's long-term objectives, compliance obligations and financial sustainability.

In addition, the role will assist with establishing and managing Deductible Gift Recipient (DGR) status, which will serve as the foundation for long-term philanthropic and partnership strategies, lead the creation and implementation of all aspects of the new theatre's finance and business functions and reporting structure. This includes a range of deliverables relating to Governance frameworks, Policy and Planning, Business Process and People and Financial Systems and Reporting. In addition, the role will provide ad-hoc leadership support to the Riverside Interim Operations team and Senior Finance Coordinator, providing senior-level guidance and oversight of budgets, forecasts and reporting.

This role is integral to the successful operations of the interim business and the establishment of the future redeveloped theatre to ensure the proper financial, governance and people framework is embedded and fit for purpose.

#### KEY RESPONSIBILITIES

All Stream Leads will be required to develop and complete deliverables within the assigned stream and stage and work with the Client-Side Team with regards to issues such as interdependencies, estimates, resourcing, risk & issues Management, and operational modelling.

Role Specific

As a member of the Business Readiness team, The Business and Finance Services Project Stream Lead you will be required to:

- Define and scope the deliverables within the stream and allocate to the delivery stages
- Complete assigned deliverables within the assigned stream and stage, working with relevant Business Units and SMEs and using appropriate project controls to ensure they are completed on time, within the approved budget and to the approved scope and quality requirements
- Work with the Client-Side Lead Team in the overall planning with regards to issues such as interdependencies, estimates, resourcing, risk & issues management.
- Develop and manage the Stream's delivery plan to ensure all project milestones are achieved and that any risks are identified and mitigated as early as possible.
- Manage Feedback, Issues and Risks relating to the stream in a logical, process driven way that enables them to be responded to appropriately.
- Manage any Change items through the approved Change Control Approach
- Facilitate and maintain effective stakeholder relationships to ensure high levels of engagement, communication and satisfaction.
- Prepare high quality project documentation, such as status and recommendation reports as required in a timely manner.
- Lead the creation and implementation of all aspects of the new theatres finance and business reporting structure. This includes a range of deliverables relating to Governance frameworks, Policy and Planning, Business Process and People, such as:
  - Lead and manage the finance, structure and governance stream.
  - Establish governance framework and operating model to align with the structure of the entity
  - Establish policies and procedures for the Business Readiness phase, liaise with key stakeholders to ensure compliance and adherence to governance and legal protocols.
  - Defining the scope and relevant business processes for financial transactions to be undertaken
  - Managing the setup of trading entities, financial reporting and SLAs (service level agreements)
  - Coordinating with Legal, Finance and Governance on establishing structures.
  - Overseeing the financial oversight of all pre-opening budget requirements
  - Review relevant existing and develop new policies and procedures where required that relate to all aspects of Business and Corporate Services functions for the future operating model of Riverside Performing Arts Centre.
- Lead and manage all the key business support systems for Riverside Performing Arts Centre, to support the service delivery areas to achieve their strategic and operational objectives when the Performing Arts Centre opens.

#### Baseline Requirements:

As an employee of the City of Parramatta, the **Business and Finance Services Project Stream Lead** will be required to:

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.

- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

## KNOWLEDGE

### Qualifications

- Degree qualifications in either, Finance, business administration, social or community services, or extensive relevant experience of, typically up to 15 years.

### Experience

- Senior Leadership role in Finance Significant demonstrated experience in working with diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria.
- Experience negotiating, managing and executing contracts and/or agreements, and delivery of partners contractual obligations.
- Experience in managing projects with multiple stakeholders in complex organisations, handling several projects simultaneously and being able to prioritise key outcomes and deliverables.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge

### Skills

- High level Financial, Budget and Forecasting management skills.
- Working with & interpreting Data to inform Business decision making
- Sound understanding of business and service delivery principles
- Operational Planning experience, including Procedure development and business process mapping
- Sound understanding project skills - risk management and governance, accountable and deadline focused.
- Organisational change management.
- Ability to foster and develop key relationships, coordinate multiple stakeholders and projects simultaneously, articulate vision and set appropriate goals to deliver results. Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Advanced problem solving and decision-making ability and agility in a multi-task environment, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.