



APPLICANT INFORMATION PACKAGE

CHIEF FINANCIAL OFFICER (CFO)

Compensation range \$118 574 - \$139 292 + Superannuation

Applications close at 5.00 pm on Wednesday, 30th April 2025

Thank you for your interest in applying to Central Tablelands Water. This guide is designed to provide you with important information regarding the application process, requirements, and what to expect during each stage.

About Council

Central Tablelands Water is a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong. The Council currently has approximately 6,100 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water County Council has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

A Message from our General Manager

At Central Tablelands Water, we believe in the power of visionary leadership, collaboration, and an unwavering commitment to excellence. Our team is at the heart of everything we do, and we are constantly striving to build an environment where exceptional talent can thrive, innovate, and make an impactful difference.

We are seeking applicants who are not simply seeking a job; you are looking for an opportunity to lead, challenge the status quo, and leave a positive lasting legacy. That is exactly what we offer at Central Tablelands Water. Here, you will find the perfect environment to leverage your skills, inspire a passionate team, and drive the organisation toward its next era of success.

We are proud of the culture we have cultivated — one built on integrity, collaboration, and growth. Our leaders are empowered to make bold decisions, drive innovation, and create meaningful change. At Central Tablelands Water, you will be part of something bigger than yourself, working alongside a diverse and driven team that shares your commitment to excellence.

Moreover, we believe that work should be enjoyable and fulfilling. We foster a workplace where satisfaction and enjoyment are integral to our daily operations. Our team members find joy in their work, knowing that their contributions are valued and that they are making a real difference in our communities.



If you are someone who thrives in an environment where your leadership and vision can create tangible results, where creativity and strategic thinking are celebrated, and where you can find true satisfaction and enjoyment in your work, we want to hear from you. Together, we can shape the future, exceed expectations, and achieve remarkable things.

I look forward to the possibility of working alongside you as we continue our journey to success.

Regards

Charlie Harris

General Manager

Central Tablelands Water

Employment

Employees of Central Tablelands Water are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. For full time positions, employees work a 9-day fortnight. (1 RDO for each 10 working days).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for the position. The CTW Salary system provides for a 7-step salary progression matrix and employees can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

The position has a 3-month probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant may be required to undertake pre-employment medical assessment, skill/competency assessment & character checks prior to commencement with Council.

Uniforms and personal protective apparel will be provided to the successful applicant.

Position Overview

The **Chief Financial Officer** is a member of the Executive Leadership Team (ELT) and is responsible for overseeing and managing the entire financial requirements for the organisation, ensuring financial sustainability, compliance, and effective resource allocation.

The position of **Chief Financial Officer** is crucial in driving the financial success of the organisation by providing strategic financial guidance, optimising resources, leading investment strategy and ensuring financial activities, processes and operations are aligned with the organisation's strategic goals and regulatory requirements.

You will strive to be a forward thinking and innovative leader within the organisation, fostering continuous improvement and developing a culture of trust and collaboration through excellent communication.

Eligibility Requirements

Please refer to the Essential & Desirable Criteria detailed within the Position Description



How to Apply

Follow these steps to submit your application:

Prepare your documents

- Resume/Curriculum Vitae (CV)
- Cover letter explaining your interest in the position and how your skills align with the job description
- Any relevant portfolios or work samples (if applicable)
- Supply minimum of 2 work references, Name, Position, Contact details, Relationship

Submit your application via the job board where the position is advertised or hr@ctw.nsw.gov.au

Submit your application by 5pm 30th April 2025.

What Happens After You Apply

Once your application has been submitted and the position closes, the following steps will take place:

Application Review against Criteria

Our hiring team will review all applications. Only shortlisted candidates will be contacted for the next stage.

Interview

If shortlisted, you will be invited for an interview. Interviews may be conducted in-person, via phone, or over video conferencing.

Assessment

Depending on the role, candidates may be asked to complete skills assessments or provide work samples.

Selection

After all interviews and assessments are complete, we will notify all applicants of our decision.

Once the panel has interviewed all the shortlisted applicants, they will make a recommendation on which applicant should be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

Tips for a Successful Application

- **Tailor Your Resume:** Highlight your relevant experience and skills that align with the position.
- **Be Specific in Your Cover Letter:** Demonstrate how you meet the position requirements and explain why you want to join our team.
- **Follow Instructions Carefully:** Ensure all requested documents are submitted and in the correct format.
- **Prepare for the Interview:** Research our organisation and practice answering common interview questions.

Confidentiality

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.



Contact Us

If you have questions about the application process or the position, please contact us:

Email: hr@ctw.nsw.gov.au

Phone: 02 6391 7204 or Tamara, Workforce Specialist 0408 461 236

We look forward to receiving your application!