

Manager Strategy, Performance and Risk

Position Description

Directorate	Governance and Executive Services	Department	Strategy, Performance and Risk
Reports To	General Manager Governance and Executive Services	Direct Reports	Yes

Position Purpose

The position of Manager Strategy, Performance and Risk is responsible for working in partnership with other areas of Council to lead the development, delivery and continuous improvement of corporate planning, policy, performance and enterprise risk management frameworks for the City of Moreton Bay.

Key Responsibilities and Outcomes

- Provide strategic analysis and advice to the General Manager and Council on corporate planning, performance, risk and other governance matters.
- Oversee the development, implementation and continuous improvement of Council's Integrated Planning and Performance Framework, ensuring alignment with legislative requirements and Council's strategic priorities.
- Lead the preparation and coordination of Council's corporate planning documentation including corporate and operational plans, annual reports and associated performance reporting.
- Oversee the development, implementation and continuous improvement of Council's Corporate Policy Framework, ensuring policies are contemporary, fit-for-purpose, and aligned with legislative and strategic requirements.
- Lead the systematic review of Council policies and procedures, identifying and addressing policy gaps and ensuring alignment across the organisation.
- Lead the research and development of best-practice policies, procedures, frameworks and other supporting documentation on key governance matters.
- Oversee the development, implementation and continuous improvement of Council's Enterprise Risk Management Framework, promoting a culture of risk-aware decision making across the organisation.
- Maintain oversight of Council's corporate risk register and lead the coordination of risk reporting processes to ensure clear, timely and accurate visibility of strategic and operational risks for the Executive Leadership Team, Audit Committee and Council.
- Lead the development, implementation and testing of Council's Business Continuity planning and management, ensuring preparedness for disruptions and resilience of essential services.
- Drive cross-council collaboration to monitor internal and external trends, enabling the early identification, assessment and escalation of emerging risks and opportunities, ensuring strategic alignment and informed decision-making.
- Build highly effective and collaborative relationships with internal stakeholders to ensure integrated approaches to corporate planning, policy, risk and performance across the organisation.
- Support the effective operation of Council's High-Performance Groups, in particular the Strategy, Governance and Risk Group, by providing strategic insights, expert advice, and governance support to strengthen integrated planning, risk oversight and organisational performance.

- Support the General Manager in setting the ethical tone and integrity of the organisation and role model conduct that aligns with Council's values.
- Provide strong leadership and professional direction to all Department team members building a cohesive and high performing team that is aligned to organisational needs and embodies Council's values and commitment to excellence, collaboration and continuous improvement.
- Ensure the department meets its statutory, contractual and safety obligations supporting Council-wide compliance and assurance programs.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	To be confirmed
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Extensive knowledge and experience at senior management level in a major local government or similar organisation leading the development and delivery of corporate planning, policy and risk frameworks in a complex organisation.
- Ability to provide strategic and operational advice to advocate for risk and corporate strategy projects and solutions to leadership and Council.
- Demonstrated experience in managing complex and multi-faceted projects to achieve the required business outcomes and achieve change.
- Open and transparent communication style, including the ability to gain trust and elicit support from others.
- Strong presentation and communication skills, both written and verbal, the ability to act in an influencing/persuasive manner and the capacity to work well across all stakeholder groups.
- Analytical and outcome focussed, with the ability to manage competing demands in a complex environment.
- Demonstrated high level leadership, organisational and people management skills and the ability to prioritise key objectives and manage change effectively.
- Credible, flexible, intuitive and highly ethical.
- Demonstrated organisation and coordination skills and the ability to manage workload priorities.

Qualifications

Degree qualifications in public policy, legal, business or other relevant discipline.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.