

Position Description

POSITION TITLE:	Corporate Planning and Performance Advisor
POSITION NO:	P/N 2144
DIRECTORATE:	Corporate Services
DEPARTMENT:	People, Culture & Performance
SECTION:	Corporate Planning and Performance
CLASSIFICATION:	Band 6
LOCATION:	Civic Precinct & Community Hub
DATE:	February 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Corporate Planning and Performance
Supervises:	Nil.
Internal Liaisons:	Executive Leadership Team Managers Coordinators and all Council employees.
External Liaisons:	Local Government Victoria Victorian Auditors General's Office Other Local Governments and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

The Corporate Planning and Performance Advisor plays an important role supporting the delivery of Maribyrnong City Council's corporate and service planning activities, enabling Council to understand and improve on organisational performance and adhere with requirements under the Local Government Act 2020.

The role provides advice and information to stakeholders to support Council's integrated planning approach. It provides essential training and guidance in corporate and service planning practices, collaborates with stakeholders to support a culture of continuous improvement across all areas of Council.

DUTIES AND RESPONSIBILITIES

Corporate Planning

- Support the development, implementation and review of frameworks, process, and documents that make up Council's Corporate Planning.
- Work with the Coordinator Corporate Planning and Performance in the annual preparation of Council's Annual Plan and Business Plans for each department that aligns with the Council Plan, relevant Strategies, and other key strategic priorities.
- Support the development and implementation of Council's Service Planning Framework and program, implementing Council's process for strategic service review to deliver a consistent process for the ongoing review of Council's services.
- Identify and support opportunities to improve the effectiveness of Council's corporate planning and reporting in partnership with other team members.
- Contribute to the ongoing management of Council's Integrated Planning and Reporting by assisting teams in the identification of performance indicators and appropriate objectives and actions.
- Contribute to the creation of a culture of accountability for Corporate Planning and Reporting across the organisation by contributing to the coaching, guiding, and supporting teams and individuals on their obligations.

Corporate Reporting

- Ensure Council's monitoring and reporting framework meets all legislative requirements including the Performance Statement, Local Government Performance Reporting Framework (LGPRF), Council Plan Actions, Major Initiatives and Local Government Act.
- Support the maintenance of a corporate planning cycle for Council, including the Council Plan, Business Plans, Performance Reporting and Annual Report.
- Working with the Coordinator Corporate Planning & Performance to deliver high quality reports, and review Council Plans within both legislated reporting periods and timeframes as provided by Council, its Committees and Executive.
- Prepare and contribute to the preparation of analytical reports on key performance indicators and other factors that enhance management understanding of corporate reporting issues.
- Research corporate performance reporting developments and provide advice on industry best practice to continuously improve corporate performance reporting measures.
- Provide advice, guidance and reports on corporate performance reporting issues to leaders and staff, in conjunction with the Coordinator Corporate Planning and Performance.

Service Planning

- Working with the Coordinator Corporate Planning & Performance in the development and delivery of departmental service planning training
- Pro-actively monitor and identify emerging risks, issues and problems in achieving service delivery objectives and recommend actions.
- In consultation with Managers and Coordinators, monitor and support the reporting of the Service Delivery programs and measures.
- Report regularly performance measures against targets and indicators.

Continuous Improvement

- Work closely with the Coordinator Corporate Planning & Performance to identify and support change that enables operational efficiencies and improved business practices.
- Work with staff and other departments to continuously improve the efficiency and effectiveness of services.

- Undertake planning research, policy development and procedures on a range of Corporate Performance Reporting matters for consideration by the Coordinator Corporate Planning and Performance.
- Provide advice and assistance to managers and coordinators around research, data collection, statistical analysis and corporate performance reporting.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities

- Adherence to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.

- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Qualification in business, management or related discipline together with experience in performance management and improvement frameworks.
- Demonstrated experience in Local Government Corporate Reporting Requirements.
- Demonstrated ability to engage, inspire and motivate a range of stakeholders and staff in the development of Corporate Planning and Reporting requirements
- Developed analytical and investigative skills enabling the delivery of Service Planning
- Excellent verbal and written communication skills
- Experience in implementing change management, continuous improvement tools and processes and education programs within an organisation

KEY SELECTION CRITERIA

- Qualification in business, management or related discipline together extensive experience in performance management and improvement frameworks
- Demonstrated experience in Local Government Corporate Reporting Requirements.
- Excellent communications and interpersonal, including an ability to communicate concepts to a wide range of stakeholders
- Developed analytical and investigative skills enabling the delivery of Service Planning
- Demonstrated advisory experience regarding consultation methods with key stakeholders

Position Description

- Experience in implementing change management, continuous improvement tools and processes and education programs within an organisation

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: