Position Description

Position Title	**Corporate Reporting and Performance Officer**
Section	Organisational Performance and Communication
Division	Corporate Services
Reports to	Manager Organisational Performance and Communication
Current Status	Full Time
Band/Level	Band 3 Level 2
Grade	11
Step	Entry Level to Step 4
Salary Range	
Last Reviewed	October 2026
File Location	P:/Position Descriptions2: Corporate Communications Officer
Conditions of Employment	The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

Under the direction of the Manager Organisational Performance and Communications, the Corporate Reporting and Performance Officer is responsible for the assisting in the collation and coordination of Council's Integrated Planning and Reporting Framework, and coordination of corporate performance monitoring and project delivery reporting.

Specific Duties and Responsibilities

Under the direction of the Manager Organisational Performance and Communications:

- Assist with collation and coordination of the Integrated Planning and Reporting (IPR) Framework including the Community Strategic Plan, Delivery Program, Operational Plan, Six-Month Progress Report, Annual Report and State of the City Report. Ensure consistency across all documents.

- Assist with the coordination and review of the following documents as part of the IPR Framework: The Long-Term Financial Plan, Workforce Strategy, Strategic Asset Management Plan ensuring consistency across all documents within the IPR Framework.

- Assist with the coordination of corporate performance monitoring and project delivery reporting.

- Undertake research, analyse and collate data related to the position.

- Assist with the implementation of Council's Communications Strategy including corporate image and branding, publication of media and social media, and development of corporate information.

- Assist with the provision of training to internal customers in the Integrated Planning & Reporting Framework and the use of corporate software systems relevant to the position.

- Undertake duties and special projects as directed by the Manager Organisational Performance and Communication.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
    - Receive customer enquiries is a courteous and efficient manner
    - Research, assess and respond to customer enquiry within an appropriate timeframe

- Operate Office Equipment
  - Operate various office equipment items including photocopier, heat binder, shredder.
  - Operate telephone equipment for incoming and outgoing calls.

- Operate Personal Computer in the completion of routine tasks;
  - Utilise personal computer to create, modify and complete documents, using various computer programs.

- Work Health & Safety Responsibilities
  - Present for work in a fit state (not under the influence of drugs or alcohol)
  - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
  - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
  - Not through act or omission create an unsafe workplace or environment
  - Ensure adherence to developed SWMS/RA, SOP's, Procedures
  - Assist in the development of specific SWMS/RA where identified and required
  - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
  - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
  - Assist in the investigation of all injuries and incidents
  - Ensure the safe and correct use/application of plant, equipment and PPE
  - Commitment to Council's Injury Management Procedure
  - Maintain good site housekeeping at work location
  - Contribute to continual improvement of workplace risk control processes

Supervisory Responsibilities

The position has no direct supervisory functions

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Manager	Date

Selection Criteria

Essential

- Qualifications or experience of relevance to the positions, such as Certificate III in word processing or business administration.
- Thorough working knowledge of Microsoft Office programs including Word, Excel and PowerPoint.
- Experience with online graphic platforms such as CANVA
- Experience with Adobe Graphics Suite.
- Sound communication and interpersonal skills.
- Demonstrated writing and document preparation experience.
- Demonstrated organisational and time management skills.
- Research and analytical skills related to strategy and policy development.
- Ability to work independently and within a team environment.
- Ability to maintain confidentiality and discretion.
- Class C Drivers Licence.
- Demonstrated commitment to the principals of honesty and integrity
- Demonstrated commitment to Work Health and Safety.

Desirable

- A minimum of three years working in a related field.
- Experience working within a local government environment or similar field.