

POSITION DESCRIPTION



Position Title:

Program Leader, Corporate Strategic Planning and Reporting

Location: Group/Branch/Unit

Corporate Strategy Unit
Integrated Planning and Finance Group

Position classification:

Band 3 Level 4 Grade 1

Updated: May 2017

POSITION PURPOSE/ OBJECTIVE

Working under the direction of the Group Manager, Integrated Planning & Finance this position is responsible for implementing “whole of Council” corporate strategic planning and reporting that supports the following objectives:

- Achievement of the Council’s Vision, Mission and Values and organisational priorities
- Effective implementation of the legislatively required NSW Local Government Integrated Planning and Reporting (IPR) Framework within a continuous improvement approach
- Strategy-led service and business planning that aligns with the Council’s adopted Integrated Plans including strategic financial and asset planning work

In 2015 the Council was assessed as “Fit for the Future” by the NSW State Government. This result reflected significant integrated financial, asset and service planning work supporting achievement of a more financially sustainable Council and City - living within its means. This position will continue to build on this work and will play a key role in driving integrated service, financial and asset planning that delivers a Fit for the Future council.

RELATIONSHIPS

Reports to:

Group Manager, Integrated Planning and Finance (IP&F) who manages the Integrated Planning & Finance Group and who has line management accountability for this position and for all employees in the Corporate Strategy Unit.

Staff Responsibility:

This position is responsible for leading and supervising 3-5 employees within the Corporate Strategy Unit (numbers may vary due to job share positions). The position may also supervise temporary employees, contractors and consultants as required.

Key Internal Relationships:

This position works across the Integrated Planning and Finance Group, and the organisation, liaising with Branch Managers, key business planning and other staff within all Directorates and Groups.

In coordinating preparation of the 10 year Resourcing Strategy, the position works with key finance, asset and HR staff responsible for preparing key sections of the Strategy associated with their disciplines.

Key External Relationships:

The position leads key stakeholder engagement and consultation on the update of the Integrated Plans with government and non-government agencies operating in the Blue Mountains, adjoining councils, local organisations and the community.

SPECIFIC RESPONSIBILITIES

The key responsibilities for this position include:

1. Supervise and lead the work of the Corporate Strategy Unit within a continuous improvement framework.
2. Project manage and coordinate the preparation and update of the following IPR Strategies and Plans:
 - the 10 year Community Strategic Plan
 - the 10 year Resourcing Strategy – high level coordination and project management of strategically aligned inputs from Finance (Long Term Financial Plan), Assets (Asset Management Strategy & Asset Management Plans) and HR (Workforce Management Strategy)
 - the four year Delivery Program
 - the annual Operational Plan.
3. Support implementation of service and asset planning that informs the four yearly update of the Council's *Summary Dashboards: Service and Asset Management Plans* – this document is a key decision making and community engagement tool outlining the Council's affordable levels of service.
4. Project manage and coordinate the completion of the following IPR reporting requirements:
 - Quarterly and six monthly reporting to the Council
 - The Council's Annual Report
 - Four yearly End of Council Term: State of the City reporting
5. Project manage and coordinate implementation of the Council's annual business planning and budgeting processes within the IPR framework.
6. Project manage and facilitate implementation of required IPR engagement and consultation with key internal and external stakeholders.
7. Ensure high quality design, presentation and marketing of IPR documents in hard copy and digital mediums.
8. Develop and maintain corporate business planning and reporting systems and processes including but not limited to:
 - The Sustainable Blue Mountains Trend and Reporting Data Base supporting the preparation of the 4 year State of the City: End of Council Term Report
 - The Sustainable Blue Mountains Together website

- The Continuous Improvement Data Base tracking cost savings, efficiencies and revenue increases
9. Contribute to other Corporate Strategy and IP&F Group projects and work initiatives as directed that are within the scope of the position.
 10. Positively support the effective and efficient running of the Integrated Planning and Finance Group as required.
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COMMUNICATION

The Program Leader, Corporate Strategy communicates with a broad range of internal and external stakeholders in implementing the IPR Framework and whole of Council corporate strategic planning and reporting.

The position develops and coordinates implementation of legislatively required community engagement processes that inform the implementation of the IPR framework including the update of the Community Strategic Plan and the annual adoption of the Council's Delivery Program/ Operational Plan.

The position is responsible for the preparation and design of key IPR documents that communicate the Council's 10, 4 and 1 year focus. The position is also responsible for preparation of quarterly, six monthly and annual progress reports on the Council's implementation of its annual Operational Plan and for the preparation of the 4 year End of Council Term and State of City Report – key communication documents profiling the performance of the Council.

The position supports and coordinates on-going co-operation and communication between Directorates and Groups and is required at times, to conduct and lead workshops and meetings. The position is a key contact for communicating general information on Council's planned service delivery focus to the community, other councils and external agencies.

JUDGEMENT AND PROBLEM SOLVING

Problems are solved using research, analysis, and evaluation of information which may not be readily available. Judgement is important as there is often no right or wrong solution.

The position makes judgements or recommendations based on advanced analytical or creative thought. Significant "whole of Council" and "whole of City" strategic / corporate planning and analysis is required.

Understanding the current and desired market positioning and strategic business direction of the organisation and applying business principles to achieve these aims, forms an important "judgement and problem solving" part of the role.

AUTHORITY AND ACCOUNTABILITY

The Program Leader, Corporate Strategy:

- Acts within the delegations of the position including:
 - Expenditure – Approved Budget up to and including \$5,000
 - Leave Approval – relative to Sick Leave and Annual leave of direct reports

- Expenditure Petty Cash – to approve petty cash vouchers within financial delegation
- Makes autonomous decisions within frameworks and directions set by the Council and the Group Manager, IP&F.
- Has responsibility for ensuring that operational safety standards or other work health and safety requirements are met at an operational level.
- Assists and supports the Group Manager, IP&F in developing the annual budget for the Corporate Strategy Unit and in monitoring expenditure within available budget.
- Responds to community correspondence and submissions within required timeframes.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL CRITERIA

- Tertiary degree qualification(s) of relevance to the position in such areas as: Urban and Regional Planning, Strategic/ Corporate Planning and Reporting, Business Planning and Management
- At least 5 - 7 years relevant experience in corporate strategic / business planning and reporting/ Integrated Planning/ Strategic Planning
- Understanding of the requirements of the NSW Integrated Planning and Reporting legislation for local government
- Understanding and commitment to integrated social, environmental and economic/ financial planning to support achievement of sustainable city / organisation
- High level project management skills and proven ability to lead, supervise and positively motivate a team
- Experience in preparing strategies, plans and reports for cities and organisations that include social, economic, environmental and civic leadership components and/ or integration of service, financial and asset planning elements
- Ability to work without supervision, prioritise work commitments and meet deadlines
- High level written and verbal communication, presentation, negotiation and problem solving skills
- High level computer skills including for example Word, MS Project, Excel, PowerPoint
- Demonstrated ability to prioritise work commitments, work without supervision, work flexibly, collaboratively and positively within a changing local government environment
- Demonstrated ability to work under pressure, organise and manage workload, and multiple competing tasks, to achieve required priority outcomes
- Knowledge of and commitment to Work Health and Safety requirements and principles of Equal Employment Opportunities

- Full Drivers Licence

DESIRABLE

- Local Government experience
 - Experience in implementing Integrated Planning and Reporting Framework
 - Experience in service, asset and financial planning
 - TRIM electronic document management
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Position Description Approved by:



Rosemary Dillon
Group Manager, Integrated Planning and Finance

Date: 10/05/2017

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

***Note - To be completed with the Recruitment Requisition form by the requesting Manager/Supervisor. Please contact the OH&S Officer if assistance is required in completing this form.**

Position: Corporate Planning & Reporting officer

Responsible Manager: Rosemary Dillon

Signature: _____ Date: _____

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed, ratings as follows:

No Exposure = 0	Low Exposure 0 – 2hrs daily = 1
Medium Exposure 2 – 4hrs daily = 2	High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS				WORKING CONDITIONS			
Heavy Manual Tasks	0	Shoveling/Digging	0	CHEMICALS		PHYSICAL	
Light Manual Tasks	1	Pushing loads > 5kgs	0	Dusts	0	Inside Work	3
Repetitive Lifting	0	Pulling loads >5kgs	0	Liquids	0	Outside Work	1
Trunk Twisting	0	Frequent bending/ stooping	0	Mists / Fumes	0	High Temperatures > 38deg	0
Standing for extended periods	0	Sitting for extended periods	0	Gases/Vapours	0	Low Temperatures < 3 deg	0
Kneeling for extended periods	0	Hearing above background noise	0	Odours	0	Operating Machinery	0
Extend arms for reaching	0	Walking on uneven ground	0	Working with Solvents	0	Working Near Machinery	0
Elevating arms above shoulder height	0	Walking for extended periods	0			Working at Heights	0
		Colour Vision	2	BIOLOGICAL		Noisy Work Areas	0
Climbing to access/ exit excavations	0	Depth Perception	1	Possible exposure to Hepatitis A, B, C	0	Vibration	0
Throwing	0	Balancing	0	Pesticide Spraying	0	Confined Spaces	0
Crawling	0	Fine Manipulation	0	Herbicide Spraying	0	Prolonged Driving (periods > 2hours)	0
				Possible exposure to Tetanus	0	Working Alone	0
						Overhead Work	0
USE OF PERSONAL PROTECTIVE EQUIPMENT						Use of Computer for screen based activities.	3
Safety Boots/Shoes	0			BIOMECHANICAL		Prolonged Sitting (periods > 1hour)	3
Dust Mask/ Respirator	0			Repetitiveness	0	Prolonged Standing (periods > 1 hour)	0
Protective Eyewear	0			Fatigue	0		
Ear plugs/Muffs	0						
Hard Hat	0						

Provide a brief description of the job requirements: Primarily desk computer based work with generally 2-4 hours per week of meetings with other staff