

## POSITION DESCRIPTION

### Organisational Strategic Direction

Holroyd City Council has established a set of plans that outline the long-term vision for the future of our city, which has been created in partnership with our community. The Living Holroyd Community Strategic Plan provides the core vision for Holroyd's future and the key community outcomes that form the basis of Council's planning. The Delivery Program (incorporating Council's Annual Operational Plan) establishes a rolling program of actions and priorities outlining how Council will work toward delivering the strategies contained within the Community Strategic Plan. It is these plans that drive our organisation and all staff have a responsibility in understanding that each program, each service and each decision identified in the Operational Plan is linked to the actions of the Delivery Program which in turn respond to the outcomes and strategies of the Living Holroyd Community Strategic Plan.

**Position Title: SENIOR CORPORATE PLANNER**

**Location: 16 MEMORIAL AVE MERRYLANDS**

Position Number	TBA
Grade	18
Reports To	Manager Corporate Strategy and Engagement
Division	Corporate and Financial Services
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	Corporate Planner

### Position Purpose

To provide sound strategic planning and performance reporting support that underpins the corporate planning for Council.

### 1. Selection Criteria

#### *Essential Criteria:*

- 1.1 Tertiary qualifications in business, governance, corporate planning and/or minimum 5 years extensive job-related experience.
- 1.2 A sound working knowledge of relevant legislation and policy in relation to Integrated Planning and Reporting.
- 1.3 Proven ability to effectively manage, supervise and lead a team.
- 1.4 Appropriate skills and experience in an organisational planning environment.

- 1.5 Demonstrated ability to manage time, set priorities and manage workplans to ensure all deadlines are met.
- 1.6 High level skills in problem solving, research, analysis and report writing.
- 1.7 Demonstrated high-level written, oral and interpersonal communication skills.
- 1.8 Experience in developing and reporting on key performance indicators.
- 1.9 Sound knowledge and experience in community engagement processes.
- 1.10 Ability to assist staff at all levels of the organisation through understanding strategic goals and outcomes and changing organisational priorities.
- 1.11 Experience working within the Local Government environment.

*Desirable Criteria:*

- 1.13 Knowledge of CAMMS suite of Performance Management Tools.
- 1.14 Sound working knowledge of computer software and database applications.

## **2. Key Relationships**

### 2.1. Within the Section:

- a) Manager, Corporate Strategy and Engagement
- b) Corporate Planner
- c) Business Analyst
- d) Team Leader Customer Service

### 2.2. Outside the section:

- a) Councillors
- b) General Manager
- c) Directors
- d) Managers
- e) All Council Staff

### 2.3. Outside Council:

- a) General Public
- b) Residents
- c) Consultants
- d) Key persons from other Councils
- e) Key stakeholders or representatives of peak bodies

## **3. Principal Responsibilities**

### ***3.1 Integrated Planning, Performance Monitoring and community reporting structures***

- Facilitate ongoing management of Council's integrated planning and reporting, community engagement, performance monitoring and community reporting structure.
- Drive the implementation and ongoing development of Council's corporate planning processes (i.e. The Living Holroyd Program).

### ***3.2 Statutory Reporting Framework***

- Ensure that Council meets its statutory reporting obligations in accordance with legislative and Council reporting cycles.

### ***3.3 Performance Management System***

- Under the direction of the Manager, Corporate Strategy and Engagement, implement and maintain systems for measuring Council performance

### ***3.4 Special Projects***

- Contribute to the development of Department/Section workplans as required.
- To ensure that work is undertaken within/according to established workplans.

- Undertake special projects at the direction of the Manager, Corporate Strategy and Engagement.

#### **4. Schedule of Duties**

- Preparation and review of the 'Living Holroyd' Community Strategic Plan, Delivery Program and Operational Plans and Resource Strategy as per pre-specified timeframes.
- Oversee the preparation of quarterly performance reports against the Delivery Program and Operational Plan as required by legislation and within Council's integrated framework and provide other corporate reports as required.
- Conduct staff and Community workshops to ensure that all stakeholders are consulted in the preparation and review of IP&R documentation within pre-specified timeframes.
- Ensure a high level of accountability to the community by reporting on Council's performance and achievements including Council's Annual Report, Quarterly Reporting on Council's Delivery Program and Operational Plan and special reports required by Senior Management.
- Coordinate the provision of education sessions to staff on corporate and strategic planning initiatives.
- Implementation of a corporate Performance Management System, including the regular monitoring and reporting of the set of KPIs against actual performance for the whole of Council.
- Assist with the implementation of Council's Process Improvement Program.
- Implement continuous improvement as relevant to the role.
- Staff Management including: supervision, competency assessment, performance evaluation, and workload coordination and performance management.
- Identify training needs and coordinate or conduct training for Corporate Planning Staff and Process Improvement Staff as required to ensure all skills are of the highest standard.
- Provide supervision, guidance, support and feedback to Corporate Planning Staff
- Assist Manager Corporate Strategy and Engagement with major corporate projects as required
- Oversee and participate in Council's community engagement activities as they apply to the role
- Act in the Manager Corporate Strategy and Engagement role as directed.

#### **5. Risk Management**

##### ***Worker Risk Responsibilities***

All Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

#### **6. Work Health Safety**

##### ***Worker WHS Responsibilities***

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.

- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace
- Attend all relevant safety training and information sessions provided.

## **7. Energy & Water Commitment Statement**

### ***Employees Responsibilities***

All Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

## **8. Child Related Position**

The successful applicant will be required to undergo screening (the Working with Children Check) as part of the Child Protection (Offenders Registration) Act 2000 and the Commission for Children and Young People Act 1998. This position is classified as designated child related employment. Applicants will need to provide suitable identification and personal details. It is an offence under NSW legislation for prohibited persons to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

## **10. Record Keeping**

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

## **11. Signatories**

I agree this position description accurately reflects the duties and responsibilities of my role:

Name:

Sign:

Date:

Managers Name: Lisa Oldridge

Sign:

Date: