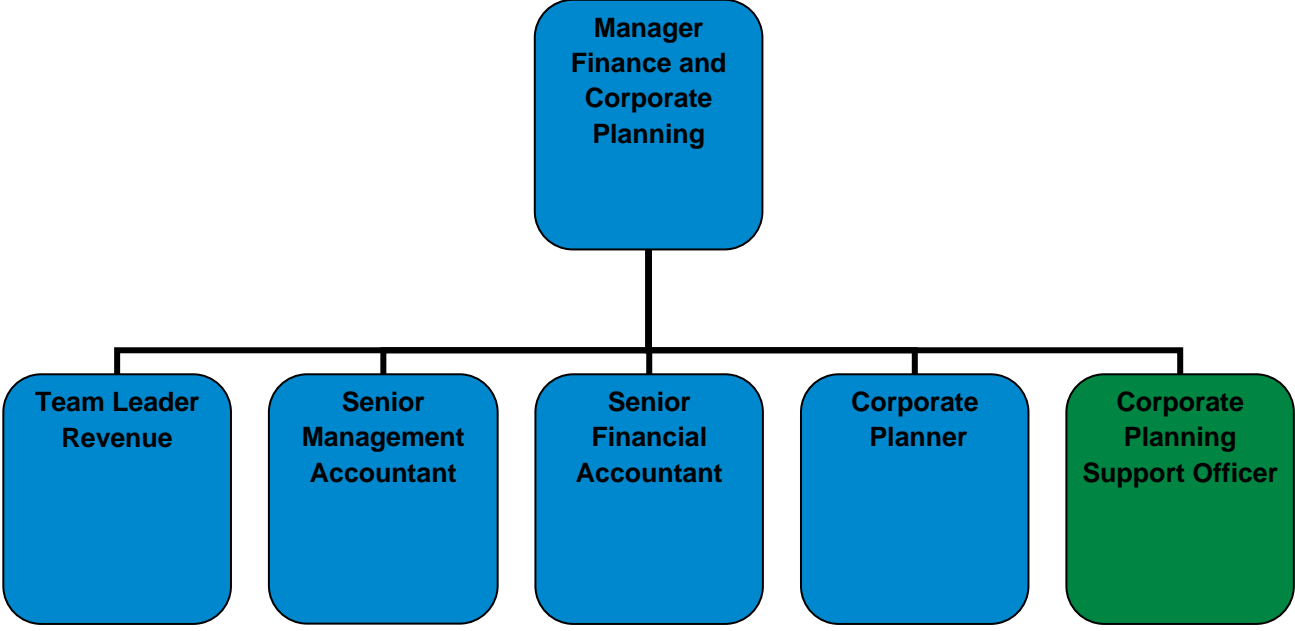


Position Description

Position Title	Corporate Planning Support Officer
Position Number	21182
Division	Governance
Branch	Strategic Planning
Special Requirements	Drivers licence Ability to work flexible hours and attend meetings outside normal hours when required.
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager

Key Direction/s	Strong Local Leadership
Local Service/s	Stewardship of Community Resources

Reporting Structure



```

graph TD
    Manager["Manager Finance and Corporate Planning"]
    TeamLeader["Team Leader Revenue"]
    SeniorMgmt["Senior Management Accountant"]
    SeniorFin["Senior Financial Accountant"]
    CorpPlanner["Corporate Planner"]
    CorpSupport["Corporate Planning Support Officer"]

    Manager --- TeamLeader
    Manager --- SeniorMgmt
    Manager --- SeniorFin
    Manager --- CorpPlanner
    Manager --- CorpSupport
  
```

Position Purpose

To provide reporting, research and community engagement support for Council's Corporate Planning activities.

Key Result Areas

- **Corporate Reporting (Integrated Planning and Reporting)**
- **Corporate Planning**
- **Community Engagement**
- **Branch Activities**
- **Corporate Core Values**
- **Customer Service**

Key Duties & Responsibilities

Corporate Reporting

- Prepare Council's statutory reports including six monthly Delivery Program Report, Annual Report, and four-yearly End of Term Report on the Community Strategic Plan in consultation with managers and staff from across the organisation.
- Coordinate the monitoring, updating and refinement of Council's Sustainability and Delivery Program Indicators, including collation and interpretation of data from a range of sources
- Maintain and update information within Council's Integrated Planning Software System and Sustainability Indicators Website

Corporate Planning

- Undertake research to understand emerging trends and issues, including demographic data, policy and plans of other levels of government, and other key information that impacts on the Camden Local Government Area
- Assist Council's Corporate Planner in the regular review and updating of Council's Integrated Planning and Reporting Framework including the Community Strategic Plan, Delivery Program and Operational Plan

Community Engagement

- Provide assistance with Council's community engagement activities

Branch Activities

- Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs
- Achieve day-to-day performance goals by participating in team activities
- Ensure transparency is inherent in undertaking/ delivering projects
- Maintain probity on all occasions
- Other relevant duties which may be required by the Team Leader or Manager from time-to-time

Corporate Core Values.

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Essential and Desirable Criteria

Essential

- Tertiary qualifications in social or environmental planning or policy, research, business or related discipline and/or job related or transferable experience
- Demonstrated ability to undertake corporate reporting, including interpreting performance data and preparing reports for a range of audiences
- Capacity to conduct, interpret and apply desktop research for the purposes of preparing position and issues paper on a range of issues
- Understanding of the issues impacting on the Camden Local Government Area, both current and future
- Demonstrated ability to manage time and competing demands effectively to meet deadlines
- Understanding of Integrated Planning and Reporting Requirements under the NSW Local Government Act
- Excellent communication skills, both written and verbal, with a range of stakeholders
- Commitment to quality customer service
- Proficiency with Microsoft office computer applications and capacity to learn other systems
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times

Desirable

- Experience within the Local Government context
- Experience with CAMMS corporate performance software
- Demonstrated skills and experience in the formulation and implementation of community consultation programs
- Proven ability to prepare complex documents

WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times

Prepared By

Manager Finance and Corporate Planning

Date Prepared

August 2014