

Position Description

Corporate Planner

Position profile

Business Unit	Governance and Risk	Position number	P10999
Department	City Performance	Status	Full Time Permanent
Salary group		Date endorsed	
Reports to	Manager Governance and Risk		

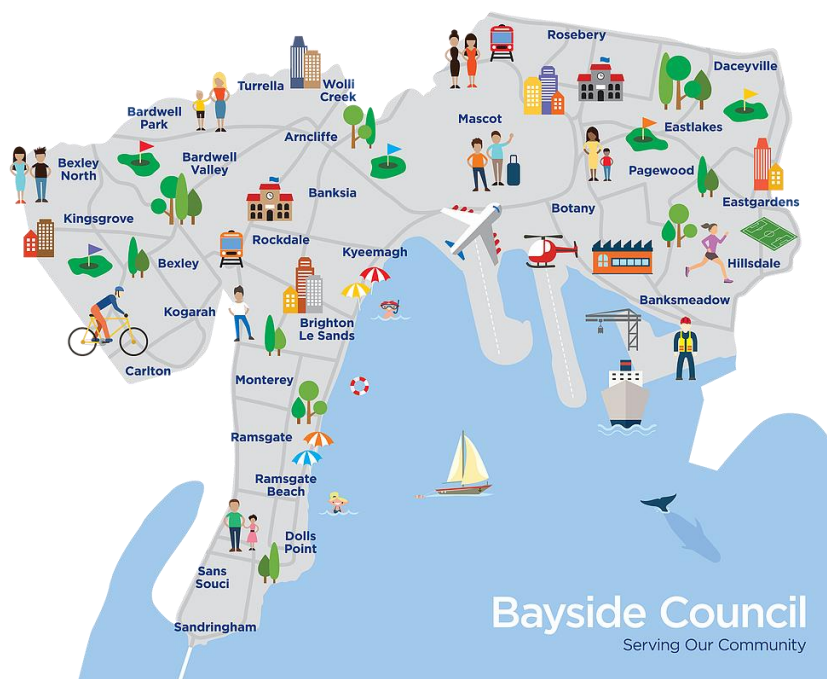
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

To lead the development of Council's corporate planning and reporting processes including the Integrated Planning and Reporting suite of documents and support the conduct of continuous improvement. This role will provide guidance on corporate strategy, co-ordinate projects and work in partnership with internal stakeholders to deliver these strategies and projects and support where possible.

The Corporate Planner will develop and lead a comprehensive internal engagement strategy to support the development, review and reporting on the Delivery Program and Operational Plan. While this position is not responsible for the development of the Community Strategic Plan, the position is expected to have a good understanding of the community feedback and expected outcomes to ensure the Delivery Program is properly aligned to Plan.

The Corporate Planner will also collaborate with Council's Community Engagement Coordinator to support the development of a comprehensive Community Engagement Strategy that will guide all Integrated Planning and Reporting external engagement processes. The Corporate Planner will co-ordinate the preparation of the Annual Report and reporting on the Community Strategic Plan and the end of term report.

This position is responsible for leading communications and stakeholder engagement, including the provision of high quality and responsive information for customers, and develops approaches for engagement, collaboration, and innovation that create improved value for Council and the community.

Key accountabilities

Within the area of responsibility, this role is required to:

- Lead the development and review of Council's delivery and operational plan and statutory reports including the annual report,
- Engage and consult with stakeholders to identify their requirements and use this information to support Council's Integrated Planning and Reporting.
- Develop, deliver and manage appropriate consultation and engagement to inform Council's planning, operations/service delivery and decision making.
- Advise and assist the General Manager, Directors and Managers in relation to achieving outcomes and objectives in the Delivery Program and Operational Plan and their alignment to the Community Strategic Plan.

- Undertake ongoing development, enhancement, and review of Council's performance indicators
- Advise Senior Management and Executives on strategies and emerging issues to support strategic decision processes and major or critical issues response.
- Develop 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.
- Responsible for the overall administration of the corporate planning management system (currently PULSE) including the regular monitoring and reporting on KPIs against actual performance for the whole of Council.
- Liaise on officers on community engagement activities to inform the development of the Delivery Program and Operational Plans
- Support the planning and review of Council's Integrated Planning and Reporting functions and provide data analysis to enable strategic advice and support to Council on development and measurement of objectives and results.
- Support and assist with project management across Council including development of plans, contract administration and integration of activities and outputs that span multiple divisions to ensure projects are completed to quality and time specifications.
- Manage assigned projects and tasks to meet the Directorate's and/or business unit's business objectives in terms of outcomes, time scope and quality'
- Prepare and manage advice to leadership on corporate planning and policy issues including the development of procedures and preparation of policy responses.
- Ensure transparency and accountability when undertaking and delivering projects and funding streams.
- Provide analysis and advice on relevant legislative and industry developments and trends to inform continual improvement processes and ensuring that services, facilities, and programs meet community needs.
- Represent Council at various, functions, forums, committees, networks (etc.) as required.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.
- Maintain effective probity, risk management and anti-corruption measures in performing Council duties.

Key challenges

- Balancing competing requirements from internal stakeholders and identifying and resolving issues related to community engagement and service delivery.
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.
- Building effective working relationships with internal stakeholders to extracting timely relevant information stakeholders and meeting tight timeframes

Role Dimensions

Decision Making





- The role operates with autonomy and is accountable for the delivery of activities on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with agreed work unit plans.
- Represent Council on relevant industry and/or Council groups.
- Manage multiple projects and stakeholders within and across business units as required.

Essential Requirements

- Tertiary or other qualifications and/or equivalent experience in a relevant field.
- Experience in developing and conducting effective internal and external engagement.
- Extensive experience in project management.
- Demonstrated high-level experience in research, statistical analysis and data interpretation.
- Demonstrated high-level experience in writing and editing complex documents such as strategic plans, annual reports, and submissions using plain English principles.
- Demonstrated understanding of the NSW Integrated Planning and Reporting Framework and/or demonstrated high-level experience in business planning and reporting and/or the integrated planning and reporting framework

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Technology	Intermediate	<ul style="list-style-type: none">• Apply computer applications that enable performance of more complex tasks• Apply practical skills in the use of relevant technology• Make effective use of records, information and knowledge management functions and systems• Understand and comply with information and communications security and acceptable use policies• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none">• Perform basic research and analysis which others will use to inform project directions• Understand project goals, steps to be undertaken and expected outcomes• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest

Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).

Equal Employment Opportunity

Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes