

## Strategic Planning and Partnerships Lead

Directorate	Department
Connected Communities	Early Years
Position No	Enterprise Agreement Classification
	Band 8
Reports To:	Direct Reports
Manager Early Years	Coordinator Early Years Partnerships Senior Strategic Project Officer Policy and Planning Support Officer

### What We Trust You to Deliver

With support and direction from the Manager Early Years, the Strategic Planning and Partnerships Lead is responsible for leading, empowering, and supporting staff across the portfolio to achieve the Department Vision and alignment with Council’s strategic plans as they relate to children and families. The Strategic Planning and Partnerships Lead works across and partners with others in the Early Years Department and stakeholders in the community to drive required business outcomes through strong strategic planning and people leadership to support positive outcomes for children and families, as well as improve the capability of staff and community representatives.

### What You Will Need to Thrive

- Strong professional leadership skills with a genuine commitment to embedding the organisation’s values within teams.
- The ability to influence and deliver change management for a diverse people environment across a range of early years stakeholders.
- Excellent interpersonal skills with the ability to communicate clearly, including the ability to understand and adapt to the audience to gain support and commitment by others.
- The ability to work effectively and maintain direction, focus and engagement in a complex, changing environment with competing priorities and multiple stakeholders.
- Business and strategic planning skills with an ability to design and deliver projects within budget and on time.
- A strong knowledge of relevant legislation, funding, and policy platforms for early years service delivery in Victoria including other levels of government with a demonstrated understanding of evidence-based and integrated services practice.

- Experience in systems thinking, service improvement, process analysis and transformational change design and implementation across a range of stakeholders.

## What Success Looks Like

1. Leading the development and delivery of strategic operational projects (including clear project plans and reporting mechanisms) which position the Early Years team and early years stakeholders to implement major changes to service design and delivery as a result of a Council decision or changes to other levels of government policy and funding platforms.
2. Leading the work within Council and across the Knox community to strengthen the Voice of the Child through successful strategic planning, projects, collaboration, partnerships, networks and engagement with families.
3. Success in working in collaboration with the Manager Early Years to build, enhance and maintain collaborative partnerships with non-Council service providers and relevant programs/officers in other levels of government.
4. Support early years services within the Knox municipality to operate in a high-quality way that is effective and efficient and are compliant with relevant legislation, funding and service agreements, policies, budgets, and available resources.
5. Leading, developing and continuously strengthening an integrated approach to working together that focuses on positive team culture, systems improvement and evidence-based professional practice.
6. Developing staff capabilities through coaching, provision of a rich variety of learning experiences, leadership development and regular quality conversations and feedback.
7. Actively participate in Council’s approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development.
8. This role may also be required to carry out other such duties as are within the limits of the employee’s skills competence and training.

## The Expertise You Bring (Including Qualifications and Experience)

- Tertiary qualifications in strategic community planning, early childhood education and care, social science or equivalent. Postgraduate qualifications in leadership and business management highly regarded.
- Experience in strategic research, analysis, design, and implementation as well as experience in relation to child and family environments within the broad community context and the early years service system.

## Key Competencies

Manages Complexity	Decision Quality	Ensures Accountability	Instills Trust
Drives Engagement	Interpersonal Savvy	Strategic Mindset	Global Perspective

## OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.

- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

## Our Customer Promises

Our customer promises are our commitments to our customers:

- We care: we listen and take the time to understand you and what you need.
- We’re helpful: we’re easy to deal with, professional and focused on clear, practical outcomes.
- We’re fair: we work to meet your needs, while balancing our community obligations.
- We’re knowledgeable: we’ll let you know what we can do to help and help you anticipate what else you might need.
- We’re accountable: we’ll guide you through the next steps, always follow through and work with our colleagues to keep you informed of our progress.

## Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> <li>• Manager Early Years and Early Years Leadership Team</li> <li>• All staff within Early Years Department</li> <li>• Staff and Management within other directorates</li> </ul>	<ul style="list-style-type: none"> <li>• Other local government Councils, state and federal government departments and industry bodies</li> <li>• Community stakeholders and early years providers</li> </ul>

## Accountability and Extent of Authority

- Assess and manage climate risks within service area responsibility including consideration for Climate Change adaptation and mitigation as it relates to the relevant service provisions.
- Leadership of key strategic service plans reviews including staff and community engagement planning and implementation of outcomes.
- Overseeing relevant project budgets and supporting the Manager Early Years to prepare, allocate, monitor, and manage the departmental budget
- Ensuring effective strategic monitoring, evaluation and reporting is embedded across portfolio teams that enables effective reporting against Council’s strategic plans relevant to the Early Years Department.
- Contributes to the development and implementation of a coordinated approach to data, information, research, systems, and records to develop a knowledge management culture and to deliver quality service outcomes and high levels of customer satisfaction.

- Ensures direct reports are trained in safe work practices, safe operation of equipment and aware of all occupational health and safety policies and procedures.
- Ensure families are able to access and participate in the relevant service.
- Provide leadership, support and on the job training to direct reports or other employees.
- Contributes to municipal-wide projects from the perspective of the Early Years Department and children and families in the Knox community including fair and equitable access to services.
- Supports the Manager Early Years to provide authoritative and accurate advice in relation to specific legislation, policies, procedures and practices to the community, Council, and staff.

## Judgement and Decision Making

- Manages the team in accordance with Council's established policies and practices, financial and budget requirements, grant accountability requirements, internal control, and administration to provide for sound stewardship of Council's resources.
- Partners with Early Years Department leaders, staff, families, authorities, and the organisation to continuously align Council's strategic direction.
- Drives the maintenance of accurate, relevant data for all the team on their progress towards best practice and service-specific high quality service delivery.
- Authorises and review the merits of applications for Study Support by staff in Early Childhood Education and Care (ECEC) settings in accordance with available resources through the Workforce Development Budget and annual F&CS Workforce Development Review and Plan.

## Specialist Skills and Knowledge

- Ability to operate effectively and contribute within a Leadership Team comprising varied disciplines and backgrounds.
- Project design and management together with experience in strategic community planning and engagement.
- Demonstrated ability to lead and implement planned approaches to build the capacity of practitioner staff to implement and embed high quality, evidence-based, sustainable practice.
- Knowledge and ability to provide highly effective and evidence-based advice and guidance that supports the delivery of high quality, early years services at a procedural and practice level.
- Extensive knowledge in relevant professional principles, legislation and practices from an early years perspective.
- Knowledge of research and assessment techniques relevant to the department's programs and services.
- Experience developing business plans and budgets and knowledge of financial procedures.
- Well-developed skills in writing with impact, accuracy, and clarity for various audiences, including formal reports, submissions, and presentations.

## Management Skills

- As part of the Early Years Leadership Team and in conjunction with the Manager Early Years, leads and creates the right environment to build capacity of staff across all operational settings in accordance with the appropriate legislative requirements, professional standards, National Quality Frameworks and funding and service agreements and organisational business requirements.

- Partners with the Early Years Leadership Team to ensure the development and review of policies and procedures is timely, aligned with service delivery, and includes relevant legislation and service standard guidelines.
- Partners with the community and early years providers to support access to and the delivery of high quality improvement early years services.
- Identifies opportunities for improving consistency and streamlining policies and procedures across the department and the early years sector.

## Interpersonal Skills

- Effectively engages with all staff and stakeholders to understand community needs and requirements to inform Council, Directorate and departmental planning, policy, and service delivery.
- Possesses excellent written communication skills with the ability to produce high quality reports and make presentations which include demonstrated capacity to write with impact, accuracy, and clarity for various audiences.
- Communicates clearly to gain cooperation and assistance from staff whilst leading, motivating and developing staff.
- Responds to key issues for Council and represent the interests of Council and community as directed and required.

## Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council’s [Prepare to Recruit](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

## Conditions of Employment

Conditions of employment are in accordance with the Knox City Council Enterprise Agreement and the Knox City Council Code of Conduct. Applicants will require the following:

AU Entitlement to Work	Satisfactory Police Check	ID Verification Check
Reference Check	Qualification Verification	Working with Children Check

## About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



## Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

## THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.

## Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

## Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

## Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

## Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.



Please refer to our website [www.knox.vic.gov.au](http://www.knox.vic.gov.au) for more information about Knox City Council.