

Position Description

| | |
|-------------------------|---|
| Position Title: | Principal Corporate Planning Officer |
| Position Number: | CEO078 |
| Department: | Executive Services / Finance and Corporate Services |
| Reports To: | Manager Executive Services |
| Direct Reports: | Senior Corporate Planning Officer Senior Corporate Planning Project Officers x 2 (as required) |

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

Executive Services

Executive Services plays a central and coordinating role within Council. The department provides expert advice and support to the Councillors, CEO and staff on a range of complex legislative, integrity, and policy matters. The department also leads the delivery of initiatives to support strong local governance and the strategic priorities identified in the Corporate Plan 2017-2022 in an ethical, effective and efficient.


Position Purpose

The Principal Corporate Planning Officer will lead a team who consult and collaborate with the community, CEO and staff to develop and integrate Council's community plan, corporate plan, operational plan, business plans and other strategies. This includes developing KPIs and reporting metrics to measure performance against relevant corporate documents. The Principal Corporate Planning Officer is also responsible for developing and implementing systems and processes that ensure links between corporate planning documents and the variety of other strategic plans and studies undertaken by Council.

| Description |
|---|
| Leadership and Planning |
| Develop a strategic planning framework and coordinate the development and alignment of the supporting strategies and plans. |
| Lead the development and implementation of Council's Community Plan in accordance with legislative requirements. |
| Coordinate the development, implementation and review of the Corporate and Operational Plans as required and in accordance with legislative requirements. |
| Managing and Operating |
| Establish strong, clear and measurable links between all strategies and planning documents within the strategic planning framework. |
| Ensure all corporate documents are developed to a high standard with meaningful key performance indicators as required. |
| Workforce Capability |
| Contribute to recruitment, induction, training and performance management of staff within the team. |


| |
|--|
| Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood by staff. |
| Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate. |
| Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the teams and building commitment to service performance improvement. |
| Quality and Compliance |
| Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department. |
| Ensure that reporting corporate performance is integrated, timely, meaningful and of a high standard. |
| Continuously improve the quality and application of corporate performance measures, and the processes used to collect, manage and utilise relevant corporate information. |
| Assist in the development and preparation of content for the Annual Report and other corporate publications. |
| Contribute to identification and management of risks applicable to the team, and ensure that staff understand key risks facing the team and how they should be managed. |
| Community Development and Stakeholder Relations |
| Undertake research and establish partnerships with internal and external stakeholders to enhance the organisation's corporate plan outcomes. |
| Provide support to the organisation in undertaking activities to improve corporate reporting and performance. |

OUR CORE VALUES




RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Position Dimensions

Staff Resources: ~ up to 3 FTE
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Staffing: Mentor and develop staff; oversight performance management systems across the Department and work with People, Culture and Safety to deal with any escalated industrial/discipline or safety issues

Delegations: Delegations under the *Local Government Act 2009* and as directed and published in Council's *Delegations Register*.

Knowledge, Experience, Qualifications and Attributes

- Degree or post graduate qualification in business or in a related discipline or demonstrated relevant practical experience in lieu of qualification.
- Significant experience in leading high level corporate planning projects.
- Demonstrated knowledge of corporate planning frameworks and the delivery of corporate policy and performance outcomes.
- Strategic, conceptual, research and analytical skills that reflect a demonstrated ability to lead, manage change, motivate staff, and to achieve results in a corporate environment.
- Proven experience in producing high quality reports, presentations, briefing notes and other documentation.
- Management and organisational experience in reporting corporate performance.
- Well developed interpersonal, verbal and written communication skills.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____