

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Strategy Analyst
POSITION NUMBER:	5265
DIRECTORATE:	Corporate Services
DEPARTMENT:	Transformation Office
CLASSIFICATION:	Band 7
REPORTS TO:	Manager Strategy and Effectiveness
DIRECTLY MANAGES:	N/A
KEY STAKEHOLDERS:	Managers, Coordinators and Officers, business groups, peak bodies, other councils, consultants, community members and other external groups as required
DATE:	19/08/2024

POSITION SUMMARY:

The Strategy Analyst supports the Strategy Lead and Manager of Strategy and Effectiveness, as well as broader Transformation Office projects. This role focuses on supporting strategic transformation and change to promote sustainable practices. Responsibilities include creating and delivering tools, templates, and training to help cross-functional teams implement actionable strategies.

ABOUT US:

The Corporate Services Directorate provides strong partnership to the organisation through seamless internal service delivery to enable achievement of the value proposition of being the highest-performing and best local government organisation to work for. The Transformation Office is the strategic planning hub of the business dedicated to formulating and facilitating the required work for the organisation to achieve its strategic priorities and improve performance. We leverage our expertise in Corporate Strategy, Organisation Performance Management, Change Management, Transformative and Continuous Improvement, Organisation Design, and Project Management to enable transformation. The Transformation Office collaborates closely with stakeholders from all directorates across the City of Greater Geelong (City), to ensure a seamless and systemic transformation journey.

Visit our website to read about the [City of Greater Geelong](#), [our values](#), and [our vision and strategy](#).

KEY POSITION RESPONSIBILITIES:

Specialist Work

- Contribute to a range of activities in strategy and transformation design and implementation to develop and implement solutions in line with department strategy and plans.
- Provide subject matter advice when required to the department leaders and other relevant stakeholders.
- Maintain relationships with relevant internal and external stakeholders by communicating information and updates clearly, concisely, and professionally.
- Support innovation and best practice approach in the department for customer and community satisfaction.
- Advocate a customer first culture in the business unit and proactively drive innovations to push the boundaries of what is possible in delivering value to our customers and community.
- Maintain close working relationships with diverse internal and external industry stakeholders and leverage the network to advocate and build effective partnerships.
- Support the development and education of the City's Council Plan, Organisation Strategy, strategic frameworks, and models.
- Support the development, monitoring and continuous improvement of the City's Integrated Transformation Strategy and Framework, including the design of tools, templates and the delivery of learning and development to drive the capability uplift across the organisation.
- Contribute to the design and execution of strategic initiative programs, projects, and activities to achieve strategic priorities and improve organisation performance and effectiveness.
- Support the rationalisation and ongoing governance of the City's Plan and Strategy Catalogue, ensuring all strategies and plans are design to support the City's strategic directions through the identification of clear outcomes, actions and performance indicators.
- Support the design and delivery of ELT & Councillor Strategy Sessions, strategy and innovation events.
- Support the exploration of potential strategic partnership opportunities and ecosystems, identify their viability and feasibility, and work with relevant business areas to support those partnerships.

People Leadership

- Contribute to building effective relationships with other staff, customers, and various subject matter experts across the City.
- Contribute to a positive and inclusive team culture, by supporting change activities and actively collaborating with team members to achieve high levels of productivity.
- Train and actively support others in the team by sharing knowledge to achieve common development goals.

Organising Resources & Planning

- Work with the department leader to deliver the unit's business plan and strategy, to achieve value for our community and customers.
 - Execute, monitor, and report on work progress against plans and budgets to ensure timely delivery in line with the relevant regulations and policies.
 - Support routine problem-solving and continuous improvement activities by identifying and addressing gaps and inefficiencies to minimise financial waste.
 - Align own efforts with others' activities to support coordination of plans and projects, balancing needs of different stakeholders.
 - Contribute to a culture of continuous improvement and quality outcomes by proactively addressing problems and initiating changes in response to cues.
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The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact

People Leadership 10 – 20%	Organising Resources & Planning 10 – 20%	Specialist Work 60 – 80%
Time Horizon 3 – 12 Months		

SELECTION CRITERIA:

We embrace diversity and encourage applicants to apply, even if they don't meet all the criteria. We value different experiences, unique skills and believe in providing opportunities for growth.

REQUIRED	DESIRABLE
Education and Experience	
<ul style="list-style-type: none"> • A tertiary qualification in business, strategy, partnership management, business analytics, commerce or related discipline and some professional experience in a similar in a comparable organisation. • Some professional experience in strategy and organisational effectiveness in a comparable organisation. 	<ul style="list-style-type: none"> • Education, training, or experience in: • Agile ways of working • Organisation Design • Continuous Improvement • Human-centred Design • Systems Thinking • Strategy and transformation
Skills and Knowledge	
<ul style="list-style-type: none"> • Demonstrated people skills to support, influence, and collaborate with relevant stakeholders. • Good problem solving and stakeholder management skills to work effectively with diverse stakeholders to achieve task outcomes. • Developed writing and speaking skills to align with stakeholders and achieve support for task outcomes. • Well-developed planning and time management ability. • Demonstrated ability to work independently or in a team environment as required by the task. • Demonstrated ability to conduct research, apply strategic thinking and develop insights to aid decision making. • Knowledge and practice in improving organisational effectiveness through a multi-disciplinary approach • Proven ability to effectively facilitate workshops and conversations, and influence, negotiate and gain credibility with senior stakeholders to achieve support. • Highly developed interpersonal skills, with the ability to build effective relationships and communicate with a diverse range of people internally and externally. • Comprehensive knowledge of research methods, tools, processes, and software to undertake projects. 	<ul style="list-style-type: none"> • Some understanding of local government community target groups, their profiles, demographics, and trends • Working knowledge of Business Analysis Body of Knowledge (BABOK), Prince2 and Agile project management methodologies. • Knowledge of IAP2 framework and Community Engagement techniques and practices.

REQUIRED	DESIRABLE
<ul style="list-style-type: none"> • Demonstrated experience collaborating with others to pursue business goals. • Strong presentation skills, including experience with using technology/applications to present information. 	
Licenses or Checks	
<ul style="list-style-type: none"> • Police Check 	<ul style="list-style-type: none"> • Valid Driver's license

APPENDIX 1: ADDITIONAL GENERAL INFORMATION:

General Expectations

- Behave according to the City’s values and expectations.
- Behave according to the City’s Leadership capability framework which specifies the behaviours for being an effective team member.
- Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
- Understand and adhere to relevant Delegations and Regulations applicable to this role.
- Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

Child Safety Responsibilities:

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](#).

Diversity and Inclusion

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:

- Promote and lead a positive occupational health, safety and wellbeing culture by demonstrating a positive commitment to HSW.
- Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
- Take responsibility for own safety, perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
- Ensure behavior does not interfere with the HSW of others, including discrimination, bullying or harassment.
- Proactively report any incidents, injuries, hazards, or unsafe work practices.
- Complete all mandatory and recommended HSW training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position. Specific physical requirements will be attached if applicable.

Physical and Functional Requirements	Psychosocial Requirements
<ul style="list-style-type: none">• Some manual handling tasks.• Prolonged periods of inactivity, e.g., sitting at the computer.• Regular keyboarding associated activities.	<ul style="list-style-type: none">• Dealing with politically sensitive information and managing demanding stakeholders in stress situations.• Demanding deadlines, requiring working longer hours or over weekends.• Undertaking decisions that can make lasting impact to the organization and community.

APPENDIX 2: ADDITIONAL GENERAL INFORMATION:

Band 6:

As per the Enterprise Agreement (No.11) 2021, the following points may apply to a **BAND 6** role:

Accountability and Extent of Authority:

- May manage resources, provide advice or regulate clients, and contribute to policy development.
- Freedom to act depends on objectives, budgets, regulations, and supervision, with decisions affecting program quality or cost, subject to appeal or review by senior staff. Policy development roles involve investigative work with output quality crucial to policy process.

Judgement and Decision Making:

- Specialized work involving methods developed from theory or precedent.
- Involves improving techniques based on experience, problem-solving in new situations, with available guidance and advice.

Specialist Knowledge and Skills/ Qualifications and Experience:

- See relevant sections of the Selection Criteria above.
- Proficiency in theoretical or scientific discipline, understanding of underlying principles, unit goals, policies, and budgeting techniques for resource management positions.

Management and Interpersonal Skills:

- Skills needed in time management, setting priorities, planning work, and coordinating with others to achieve objectives efficiently within available resources and timelines.
- Understanding and implementation of personnel practices, cooperation with clients, public, and colleagues, and effective communication within and outside the organization.

For more information, please refer to the Schedule 12 of the City of Greater Geelong Enterprise Agreement (No.11) 2021

Band 7:

As per the Enterprise Agreement (No.11) 2021, the following points may apply to a **BAND 7** role:

Accountability and Extent of Authority:

- Employees manage resources, provide advice, or participate in policy development.
- Freedom to act varies: resource management follows policies and budgets, advice-giving is reviewed professionally, and policy formulation is investigative, analytical, or creative, guided by senior positions; employees contribute to policy development.

Judgement and Decision Making:

- Problem-solving positions with specialized work, using methods developed from theory or precedent.
- Policy formulation involves intellectual challenges, requiring identification and analysis of various options before making recommendations, with limited guidance.

Specialist Knowledge and Skills/ Qualifications and Experience:

- See relevant sections of the Selection Criteria above.
- Policy formulation requires analytical skills within an organization-wide framework, along with understanding of the organization's goals, values, legal and political context, budgeting principles, and relevant financial procedures. Entry into this Band typically requires education and several years of relevant experience.

Management and Interpersonal Skills:

- Skills needed in time management, prioritization, and efficient planning despite conflicting pressures.

- Understanding and implementation of personnel policies, recruitment procedures, and development schemes; ability to gain cooperation, motivate and develop employees; liaison with external counterparts and internal problem resolution.

For more information, please refer to the Schedule 12 of the City of Greater Geelong Enterprise Agreement (No.11) 2021