



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Corporate Planner				
<b>POSITION NO:</b>	700005	<b>CLASSIFICATION:</b>	Band 7		
<b>DIVISION:</b>	Corporate Services				
<b>REPORTS TO:</b>	Coordinator Business Planning and Performance				
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

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### POSITION OBJECTIVE

- Support and embed the Council Plan and Community Vision, their alignment and integration with corporate processes.
- Coordinate the ongoing implementation of the Local Government Performance Reporting Framework including compiling data for Executive review, Auditors and provision to Local Government Victoria as well as reviewing and identifying process improvements.
- Coordinate organisational planning and reporting processes including the Annual Plan.
- Support and embed the Integrated Planning and Reporting Framework.
- Support and embed the corporate approach to strategic document management
- Support and implement Branch Planning.
- Undertake strategic research and reporting including business analysis.
- Support the ongoing data integrity, integration and development of corporate planning processes and systems and provide support to Executive, senior management and staff.

- Contribute to the development and achievement of Unit, Branch and Divisional goals.

## **ORGANISATIONAL RELATIONSHIPS**

Position Reports to:	Coordinator Business Planning and Performance
Position supervises:	Not applicable
Internal Relationships:	All staff at all levels of the organisation, including Executive members and Councillors
External Relationships:	This position is required to liaise and maintain a professional relationship with external vendors, Local Government Victoria and relevant local government peak bodies and networks.

## **ORGANISTIONAL CONTEXT**

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

The Corporate Planner is in the Business Planning and Performance Unit, within Finance Branch, within the Corporate Services Division.

Business Planning and Performance core function:

To provide leadership and resources to support and enable the organisation to achieve Council's legislative requirements and Council Plan strategic objectives. The Unit supports Councillors and the community to develop their long- and medium-term strategic direction, through the Community Vision and Council Plan, and achieve their stated goals and outcomes.

- Provide strategic advice and support to the executive and management teams
- Promote good practice, policy direction, advice, and guidance
- Provide tools, techniques and training to build organisational capacity
- Lead and support organisational projects

- Coordinate and maintain corporate systems and processes
- Align and integrate business planning and reporting activities
- Subject matter experts in their respective areas, the team achieves its purpose through engaging, partnering and collaborating with all areas of Council.

## **KEY RESPONSIBILITIES AND DUTIES**

The incumbent will participate as a member of the Business Planning and Performance Unit. The incumbent will be responsible for the management of a range of projects and to provide project and administrative support and advice to the Coordinator Business Planning and Performance

### **Planning**

- Provide support and contribute to the development and review of the Council Plan and Community Vision
- Provide support and advice to the Annual Planning Process
- Support Managers to complete Branch Overviews
- Provide support and advice on the corporate approach to strategic document management processes and approach

### **Reporting**

- Coordinate quarterly reporting on Annual Plan actions including data integrity, analysing results and meeting agreed deadlines.
- Coordinate Council's compliance with the Local Government Performance Reporting Framework, including analysing data, undertaking quality checks, and provision of data to Council's auditors and Local Government Victoria.
- Review the Performance Reporting Framework as necessary.
- Coordinate reporting on a range of plans, strategies and actions.

### **System administration, support and maintenance**

- Support the planning, integration and development of Interplan including data integrity and quality assurance.
- Provide training, support and assistance to Interplan users.
- Review system Business Rules and User Manuals periodically.
- Document processes

### **Project Administration**

- Coordinate Business Planning and Performance projects in accordance with the organisation's project management methodology.
- Provide administrative support in the preparation and distribution of agenda, minutes and associated documentation for Project Meetings as required.
- Maintain project risk and issue registers.

### **General**

Undertake word processing and miscellaneous administrative functions to assist the Business Planning and Performance Unit as required.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position works with a high level of autonomy and accountability. The incumbent has the freedom to act on all day-to-day matters relating to the projects in the portfolio, including supervision of contract or temporary staff.

The incumbent is also required to liaise with the Coordinator and Manager regarding progress with their work and particularly where decisions will have a major impact on Council.

The work will be of an investigative, analytical or creative nature.

The quality of the work of the position will have a substantial effect on Council's policy development, strategic planning, project management, resource and financial management, specialist advice, organisational and performance issues.

The incumbent will make decisions that will have a major impact on projects and the functioning of the Corporate Performance Branch.

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

### **At Yarra Every Job is a Climate Job**

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

### **Yarra Values**

Demonstrate the Yarra values, which guide staff conduct and working relationships with colleagues and the community:

- **Accountability:** We own what we do and expect others to as well.
- **Respect:** We include all. Diversity is our strength.
- **Courage:** We are intentional in our actions. We seek the brave path.

### **JUDGEMENT AND DECISION MAKING**

The position is required to make decisions ranging from those associated with day to day matters to more complex issues regarding policy development and implementation which require a high degree of creativity, originality and innovation.

Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Business Planning and Performance.

Often without guidance the incumbent may create methods to solve problems that will have major impact on the community.

### **KEY COMPETENCIES**

#### **Specialist Knowledge and Skills**

- Demonstrated understanding of corporate planning processes, preferably in the local government environment.
- Understanding of local government procedures and practices.

- Proven ability to use PC applications. This includes analysis tools (e.g. spreadsheets, databases), documentation tools (e.g. word processing) and project management tools, and other corporate business systems such as SharePoint, TRIM and Technology One.
- Experience in using Interplan or other similar corporate planning and reporting product will be highly regarded.
- Project management experience.

### **Management Skills**

- Demonstrated ability to effectively manage time, set priorities and organise own workload.
- An ability to develop and recommend initiatives to improve the functioning and performance of corporate planning activities and internal systems.
- Demonstrated ability to liaise and work effectively across all levels of Council, Councillors and with key external stakeholders.
- Experience managing contractors and complex projects.
- An ability to deal with a range of issues and conflicting priorities simultaneously.
- An ability to perform the functions of a more senior role in the Branch if required.
- Demonstrated ability to manage the consolidation of information from a wide variety of sources.
- Understanding of program/project management; including planning, development, monitoring and evaluation.

### **Interpersonal Skills**

- Highly developed oral communication skills, including an ability to represent Council at public meetings.
- Highly skilled in written communication – including Council Reports and correspondence with external organisations.
- An ability to gain cooperation and assistance from external organisations and Council officers including Executive, Managers and Senior Officers.
- An ability to solve problems through discussion, negotiation, teamwork and creativity.
- An ability to network and consolidate working relationships with equivalent roles in other LGAs.

## **QUALIFICATIONS AND EXPERIENCE**

- Experience working within a corporate planning framework will be highly regarded.
- Project management experience, including reporting and risk management exposure.
- Tertiary qualifications in business, management, public policy or related areas is essential.
- Relevant post-graduate qualifications, or substantial experience in a similar role, preferably in local government.

## **KEY SELECTION CRITERIA**

1. Demonstrated extensive experience in corporate planning and performance measurement processes, with experience in implementing change and business improvements, preferably within local government.
2. Demonstrated experience in using Camms Strategy or other similar corporate planning and reporting solution.
3. Proven highly developed policy and planning skills.
4. Proven highly developed oral and written communication skills including the ability to develop and maintain relationships and demonstrated experience of working in a team.

5. Demonstrated ability in PC applications in particular MS Office, SharePoint and ProMap
6. Proven experience in leading, coordinating and managing projects.