

## CORPORATE STRATEGY BUSINESS PARTNER

### Position Description

<b>Directorate</b>	Finance and Corporate Services	<b>Department</b>	Governance and Executive Services
<b>Reports To</b>	Governance Manager	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 -Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 7

### Position Purpose

The primary purpose of the Corporate Strategy Business Partner is to lead the Council's corporate planning and performance reporting program, including coordinating the development of the five-year Corporate Plan and annual Operational Plan.

This position acts as a trusted advisor to key internal stakeholders to promote the effective application of Council's integrated planning and performance framework, maintain best practice planning methodologies and governance processes to drive strategic alignment across the organisation.

### Key Responsibilities and Outcomes

As the Corporate Strategy Business Partner you will:

- Coordinate the implementation and continuous improvement of Council's Integrated Planning and Performance Framework utilising a 'One Council' and 'Vision-led' approach.
- Coordinate the development and timely review of Council's Corporate and Operational Plans in accordance with legislative requirements.
- Build an internal network of corporate planning and reporting advocates to help ensure high quality input to the annual cycle that is representative of Council's strategic goals and priorities.
- Coordinate the preparation of quarterly and annual performance reports to determine progress towards achieving the Corporate and Operational Plans.
- Oversee the management and maintenance of the corporate planning and performance reporting system including provide technical support to team members and ensuring data accuracy and integrity.
- Maintain Council's strategies and plans register and provide specialist advice to key stakeholders to ensure clear alignment and consistency of language between all strategies and plans within the integrated planning framework.
- Support the implementation of Council's Organisational Excellence Strategy including maintaining documentation, monitoring and coordinating reporting on the 5-year Action Plan in consultation with key department stakeholders.
- As required, work closely with the Principal Corporate Policy Officer and key stakeholders to support the development and timely review of Council's suite of corporate policies, directives, and other supporting policy instruments in accordance with Council's Policy Framework to ensure strategic alignment.

- Develop effective business partnerships with department and branch leaders and their teams to understand their business requirements as it relates to corporate planning responsibilities.
- Contribute to the design, development and delivery of corporate planning tools, templates and any relevant training activities.
- Partner with the broader Governance team to deliver governance projects and programs, as required.
- Providing insight into trends on organisational challenges and governance capability requirements to inform future governance initiatives.

## Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. *As a team member you will take individual accountability for demonstrating the values expectations and behaviours.*

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

## Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- Considerable experience in the development and implementation of corporate policy and planning projects, preferably in a public sector organisation.
- Considerable experience in reporting corporate performance, including to develop, monitor and improve key performance indicators.
- Highly developed stakeholder management skills with a demonstrated ability to work sensitively and collaboratively at all levels of the organisation, with a strong focus on quality customer service.
- Highly developed verbal and written communication skills, including experience in producing reports, presentations, briefing notes and other documentation to a high standard.
- Strong technology skills as it relates to corporate reporting systems management and maintenance including effective data capture and generating informative reports.
- Receptive to new ideas and changing environments and the ability to deal positively with change.
- Proven ability to prioritise work, manage conflicting priorities and meet deadlines.
- Demonstrated ability to work in a team environment, contributing to a positive work culture with a strong focus on continuous improvement and achieving results.

## Qualifications

- Bachelor degree and job-related experience in the areas of public policy, corporate planning, business, law or other relevant field is essential
- Current C class driver's licence.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*