



POSITION DESCRIPTION

POSITION TITLE	Strategy and Planning Lead
DIVISION	Strategy and Impact
DEPARTMENT	Strategy
REPORTS TO	Chief Strategy and Impact Officer

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St. Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The BSL values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people, and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

Strategy and Impact is an enabling function that fosters collaboration and shared purpose across BSL functions by leading policy, research, and advocacy, leading strategy, enabling innovation, fostering cross-organisational mission projects, leading public engagement, and developing and nurturing strategic partnerships, and increasing our financial sustainability.

POSITION PURPOSE

The Strategy and Planning Lead is responsible for supporting the Chief Strategy and Impact Officer to drive the business planning, monitoring and review process across BSL. The role is also responsible for leading and coordinating cross organisational strategic impact project. To this the role will need to work closely with internal stakeholder across all levels of the organisation. The incumbent will a key member of the Strategy and Impact Leadership Team.

KEY RESPONSIBILITIES

Business Planning	<ul style="list-style-type: none"> • Develop, and implement business planning tools • Coordinate and provide secretariate support for the cross-functional Strategy Advisory Committee to improve business planning and strategy implementation • Develop standard procedures and tool to monitor and maintain business planning objectives and outcomes. • Coordinate and drive regular business plan monitoring and reporting • Support planning workshops for teams as needed • Support preparation for and participate in regular business planning and strategy review meetings. • Support executive decision-making processes.
Strategy	<ul style="list-style-type: none"> • Conducting research and analyses to drive insights to inform business planning and strategy implementation including developing recommendations • Aligning division and team goals, processes, and resource allocation with the BSL strategy. • Identifying threats and opportunities. • Understand organisational direction and needs and develop solutions, roadmaps and assessment of potential opportunities and risks.
Project Management	<ul style="list-style-type: none"> • Supporting and leading cross organisational strategic projects • Use BSL project management approach to deliver on key projects • Provide coaching and support to teams to establish sound project management governance, tools and processes for business plan initiatives.
Capacity Building and Stakeholder Management	<ul style="list-style-type: none"> • Coach, mentor, and support teams to support integrated business planning • Provide training on business planning and strategy topics as required. • Initiate, develop and maintain strong partnerships, collaborations and networks with relevant teams and functional areas across the organisation and relevant external stakeholders.
Governance and Teamwork	<ul style="list-style-type: none"> • Work collaboratively with teams to achieve common goals • Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities • In collaboration with manager, set goals and objectives to ensure outcomes are met • Model BSL's values and adhere to the Code of Conduct in everyday work practices • Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures. • Other duties as required

KEY SELECTION CRITERIA

Career Experience:

- Sound experience in business planning and/or strategy development.
- Excellent interpersonal, written, and oral skills including the ability to advise and liaise across all levels of the organisation.

- Excellent planning and project management skills
- Well-developed research, excel and analytical skills.
- Understanding of and empathy with the values and ideals of the BSL.

Personal Qualities:

- Team player who can work with minimal supervision
- Ability to manage numerous and complex stakeholder relationships
- Ability to work within organisational requirements
- Ability to work to deadlines.
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety.
- Model the Brotherhood values and adhere to the Code of Conduct in everyday work practices,
- Understanding of and empathy with the values and ideals of the BSL

Qualifications/other:

- Relevant Tertiary Qualifications.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.