



POSITION DESCRIPTION

POSITION TITLE:		Coordinator Business Planning and Performance			
POSITION NO:		707300	CLASSIFICATION:		Band 8
DIVISION:		Corporate, Business and Finance Division			
BRANCH:		Corporate Planning and Performance			
REPORTS TO:		Manager Corporate Planning and Performance			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	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.

POSITION OBJECTIVES

The role works across the organisation to provide business planning and performance support and advice; build business planning and performance skills and capacity and work to ensure integrated responses to business planning and performance needs.

Objectives of the role are to:

- Develop, implement and maintain a business planning approach/framework that ensures integration between, and supports delivery of, Council's long term plans and complies with requirements under the proposed Local Government Act.

- Lead a collaborative process to develop the Council Plan and monitor its currency throughout its four year term.
- Lead a process to develop a Community Vision and ensure its influence and integration with strategic planning activities across the organisation, in line with the proposed Local Government Act.
- Lead the successful implementation and ongoing support of a Corporate Performance Reporting Framework that gives regard to the Service Performance Principles prescribed in the proposed Local Government Act.
- Develop and implement an integrated approach to strategic document development that gives regard to the requirements prescribed in the proposed Local Government Act.
- To lead, co-ordinate and drive community infrastructure planning across the organisation.
- Embed, monitor and update the Community Infrastructure Planning Framework.

ORGANISATIONAL 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.

Yarra City Council has a proud history in advocacy, social planning and community development. Yarra is a rich and diverse municipality both in terms of its population and its dense network of community based agencies.

The Corporate Planning and Performance Branch is a part of the Corporate Business and Finance Division and contributes directly to the achievement of organisational goals outlined in the Council Plan.

Position Reports To:	Manager Corporate Planning and Performance
Positions Reporting to this Position:	Corporate Planner Temporary staff and / or contractors
Internal Relationships:	The incumbent liaises with Executive, management and staff across the organisation in particular: <ul style="list-style-type: none"> • Building Asset Management • Project Management Office • Property Services • Service Area Managers • Finance
External Relationships:	The incumbent is required to negotiate and maintain a professional relationship with a range of Federal, State, regional and Local Government agencies; private sector bodies, external service providers, suppliers, residents and businesses.

KEY RESPONSIBILITY AREAS AND DUTIES

The incumbent will lead the Business Planning and Performance Unit as a member of the Corporate Planning and Performance Branch:

Council Plan and Community Vision

Develop and lead a collaborative, cross-organisational process to develop the Council Plan and Community Vision and monitor the currency of the Council Plan:

- ensure compliance with the requirements of the proposed Local Government Act relating to the Council Plan and Community Vision
- review integration of the Council Plan with the other strategic planning activities that Council undertakes
- communicate and promote the Community Vision in the development of organisational strategies, priorities and projects working to deliver on agreed community objectives.

Business and Service Planning

Develop and support the implementation of a corporate business and Service Planning approach that:

- ensures Council's long term plans are integrated and deliverable
- ensures service planning needs drive long term plans including Asset Management Plans and Long Term Financial Strategy.

Ensure compliance with all aspects of the Local Government Act relating to Service Planning and reporting processes.

Work with Service Area Managers to build a collaborative and integrated approach to Service Planning.

Share business planning support and advice to key stakeholders to ensure integrated strategic business planning is embedded across the organisation, empowering staff to deliver on Council priorities.

Strategic documents

Develop and implement an integrated approach to strategic document development, monitoring and reporting to ensure consistency across the organisation and to ensure that there is a strong link between strategic documents.

Propose and implement a process to develop and review strategic documents to ensure they are consistent, reduce duplication, meet statutory accountability requirements, identify gaps, identify synergies and rationalisation, and optimise Council effort and resources.

Provide leadership and expert advice on strategic document frameworks, tools and processes.

Performance Reporting

Develop and implement a Corporate Performance Reporting Framework that:

- facilitates improved accountability and performance, and ongoing monitoring, of corporate objectives

- demonstrates progress toward achieving goals set in Community Vision and Council Plan
- sets clear performance expectations from Executive to the organisation
- informs and supports Executive and Council decision-making
- integrates a range of key corporate data sets
- complements the State Government Local Government Performance Reporting Framework

Oversee and support the activities of the Corporate Planner to ensure compliance with all requirements of the Local Government Reporting Regulations.

Community Infrastructure Planning

Establish a strategic view of Yarra's infrastructure needs and provide advice on how Council can best respond to meet those needs.

Lead the on-going monitoring and review of the Community Infrastructure Planning Framework and update where required.

Work across the organisation to build a collaborative and integrated approach to community infrastructure planning.

Provide advice and support to the organisation on strategies, initiatives and projects that relate to community infrastructure planning.

Contribute to the development of policy across the organisation with a view to ensure consistency across strategic documentation in regards to community infrastructure planning.

Ensure Council's community infrastructure planning is ideally placed to access developer contributions (mandatory or voluntary) or funding from State or Federal Governments, and other external sources.

General

Continuously review and promote community infrastructure and business planning services to proactively identify and implement service improvements in response to identified community and organisational needs.

Contribute to branch, divisional and organisational leadership and deliver improvements that support YCC's vision, values and strategic objectives.

Collaborate and liaise with other local government and similar organisations to identify opportunities for better community infrastructure and business planning and ensure that YCC is an active contributor to the development and adoption of best practices within the sector.

Perform other duties as directed by the Manager Corporate Planning and Performance as requested.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Coordinator Business Planning and Performance reports directly to the Manager Corporate Planning and Performance.
- The incumbent is required to lead and support the staff in the Business Planning and Performance Unit and liaise with officers from across the organisation.
- The position works with a high level of autonomy and accountability. The incumbent has the freedom to action all day-to-day matters related to the projects in the portfolio, including direction of contract or temporary staff, authorisation of expenditure within budget and Council delegations framework.
- Decisions made by the incumbent will have an effect on the outcome of organisation-wide business planning and projects and the overall success of the Corporate Planning and Performance branch objectives.
- The incumbent is required to present and discuss complex information and concepts to Councillors and senior Executives that is concise and easy to understand.
- The incumbent is required to liaise with the Manager regarding progress with their work, 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 will have substantial effect on Council's policy development, strategic planning, project management, resource and financial management, specialist advice and performance issues.

Safety and Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment

Sustainability

Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:

- Protecting the Future
- Protecting the Environment

- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

Yarra Values

Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.

- Teamwork
- Integrity
- Respect
- Accountability
- Innovation

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 Manager Corporate Planning and Performance.
- Often without guidance the incumbent create methods to solve problems that will have major impact on the organisation and/or community.
- The position also deals with decision-making on complex or unusual issues and is required to develop new policies and procedures to supplement existing policy guidelines.

SPECIALIST KNOWLEDGE AND SKILLS

Experience in:

- Analysing demographic data and population projections to support development of major community infrastructure,
- Analysing current and future service levels and from these forecast and model community infrastructure needs,
- Analysing the capacity of existing infrastructure to meet identified community infrastructure needs,
- Project management skills, including the ability to ensure engagement of a wide range of stakeholders throughout a project and deliver on project outcomes,
- The development and evaluation of policies, strategies, plans and frameworks in a local government environment,
- Managing people, resources and projects in a mid to large size organisation,

- Managing change to achieve stated objectives,
- Organisation-wide policy development and implementation and evidence of a strategic and creative outlook, and
- The design and preparation of performance reports to inform Executive and Council decision making.

MANAGEMENT SKILLS

- Ability and willingness to challenge embedded practices to develop and implement improved processes and procedures.
- Commitment to continuous improvement of service standards and operational processes.
- Efficient and effective coordination of resources in order to achieve branch objectives.
- Demonstrated ability to plan, prioritise and deliver, both on an individual basis and as part of a team, within timeframes and in an environment of change and conflicting demands.
- Ability to identify and articulate a vision for community infrastructure and business planning that engages staff and other stakeholders.
- Capacity to supervise and manage staff who are tertiary qualified and with experience in specialist areas to deliver Council outcomes.

INTERPERSONAL SKILLS

- Ability to influence, motivate and gain the co-operation and assistance of a wide range of stakeholders and experts in other organisations.
- Highly developed skills in oral communication with all levels of the Council as well as with external stakeholders including officers of State Government Departments and agencies, and local community and health services.
- Highly developed in written communication – including a high standard of correspondence and report writing, policy and strategy writing and strategic advocacy.
- Ability to discuss and resolve problems – internally and externally in a constructive manner.
- Demonstrated commitment to business improvement and customer service.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in the social sciences, business, management or related areas is essential.
- Relevant post-graduate qualifications, or substantial experience in a similar role (preferably in local government) is essential.
- Experience in team or project leadership backed by a sound understanding of the organisation and community context in which the Corporate Planning and Performance Branch operates.
- Experience in the development and implementation of plans, strategies, policies or frameworks.

KEY SELECTION CRITERIA

1. Demonstrated ability and experience in business planning and performance and/or service planning in a local government setting, knowledge of emerging sector trends and understanding their potential value to YCC.
2. Demonstrated ability to lead strategic planning and projects, with experience in implementing this organisation-wide.
3. Highly developed written and oral communication skills including report writing, presentations, preparing submissions and advocacy.
4. Previous success working in a complex environment with a diverse range of stakeholders to achieve an organisation's objectives.
5. Highly developed analytical skills, evaluation and data analysis and ability to apply this to identifying practical solutions.
6. Excellent planning, data analysis, project management, information technology and budgeting / financial skills.
7. Tertiary and post graduate qualifications in community or social planning, business, research, social policy or related discipline.