

Position Description

POSITION	Coordinator Integrated Planning and Reporting
SECTION	Corporate Strategy and Economic Development
DEPARTMENT	Corporate Services
BUDGET SUBJECT	148000
POSITION NO.	BCC678
POSITION TYPE	Full-time
REPORTS TO	Manager Corporate Strategy and Economic Development
DIRECT REPORTS	Yes
POSITION GRADE	Band 3 Level 3 Salary System B Grade 16
DATE	May 2018
AUTHORISING LIMIT	Nil
AUTHORISING AMOUNT	\$50,000

POSITION PURPOSE:

- Provide leadership and specialist assistance to Council on Integrated Planning and Reporting (IP&R) matters, developing and coordinating a whole of organisation commitment to the advancement of Blacktown City with regard to IP&R.
- Prepare, develop and implement IP&R programs, projects, policies and strategies in line with Council's corporate goals.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Tertiary qualifications in a relevant field and/or minimum 8 years relevant experience.
- Demonstrated high level experience with Local Government Integrated Planning and Reporting requirements.
- Demonstrated experience in business planning or review
- Demonstrated experience in change management.
- Exceptional inter-personal, negotiation and teamwork skills.
- Availability to work flexible working hours.
- Current Class "C" driver's licence.

Desirable:

- Experience in QBL reporting and decision making or a similar framework
- Knowledge of business process management

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Develop and manage Council's IP&R Framework policies and plans so that they will provide clear objectives, goals and performance measures in line with stakeholder expectations and to ensure Council complies with all relevant legislation.
- Further develop and extend Council's IP&R culture and understanding to incorporate business planning and strategy formulation.
- Develop an integrated business planning and performance measurement framework for the organisation that links to the outcomes identified in Council's Community Strategic Plan, Delivery Program and Operational Plan.
- Ongoing development, refinement and completion of performance reporting against Council's defined parameters.
- Coordinate the corporate planning process, including development and publication of the plans, community engagement, managing submissions and continually improving the corporate plan development process.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- Commit to and embrace the objectives of Our Blacktown 2036 – and be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:**Integrated Planning and Reporting:**

- Ongoing implementation of the local government IP&R requirements.
- Coordinate preparation and implementation of Council's IP&R Framework documents.
- Develop, implement, monitor and review annual plans for IP&R.

Operational:

- Undertake a communication and education program across the organisation to enhance its IP&R culture.
- Initiate and develop systems that will enhance the quality and timeliness of IP&R.
- Review, recommend and update IP&R Policies on a regular basis.
- Ensure annual business plans for all units across Council are aligned with corporate plans and performance measurement is effective.
- Coordinate periodic reviews of the Community Strategic Plan, including the relevant engagement of Council, community and other stakeholders.
- Engage and foster a business partnership relationship with all Business Units and Directorates to deliver sustainable, enhanced IP&R performance.
- Coordinate cross-functional work teams on IP&R Framework development and special projects including quadruple bottom line planning and reporting.
- Assist in aligning Council's Better Practice Reviews program with IP&R.
- Review, promote and facilitate continuous improvement of team performance including assistance with the preparation of section business plans and corporate reporting mechanisms.
- Assist with coaching and mentoring of Managers in the areas of business planning and reporting to enhance their performance potential.
- Comply with Council policy and statutory reporting requirements and assist and prepare relevant guidelines and policy submissions.
- Actively participate and contribute to local government IP&R development, benchmarking and knowledge sharing projects.
- Measure and report on team performance.
- Understudy the Manager as required.

Control:

- Maintain a monitoring system on the performance of the team to ensure it meets the requirements of the Council Operational Plan, section business plan and budget allocation.
- Review appropriate Council policy issues to ensure compliance.

Quality Service Provision:

- Development and maintenance of strategies to provide an efficient service to customers both internal and external.
- Training and effective communication of staff in the service provision policy for the section.

Reporting and Advising:

- Deliver regular reporting to the Manager on the overall performance of the position and unit.
- Provide timely advice the Manager Corporate Strategy & Economic Development on significant variations in the corporate plans, budget and policies.

- Communicate to the Manager Corporate Strategy & Economic Development on emerging or current issues that may impact on the Council and recommend ways in which Council might corporately respond to these issues.

Corporate Responsibility:

- Ensure compliance with Council's Code of Conduct.
- Compliance with statutory and legal requirements including policy issues on EEO and WHS.
- Maintain assets under position's control.
- Develop and maintain appropriate standards in service delivery and policy development.
- Promote and maintain a positive corporate image of Council.
- Provide a positive contribution towards achieving the Council's goals.

SELECTION CRITERIA:

- As per the stated qualifications and experience.
- A minimum of three (3) years high level experience in the NSW Integrated Planning and Reporting requirements or strategic, corporate and business planning.
- Proven capability in the development and implementation of performance measurement and reporting systems in a large and complex organisation.
- The ability to develop and implement a vision for the pro-active and positive development of Council's IP&R function.
- Proven capability to lead organisation-wide development programs.
- Demonstrated project management skills to achieve work goals to meet planned targets, deadlines and commitments.
- Highly developed skills to analyse, interpret and present complex financial and non-financial data.
- Ability to understand a diverse range of local government functions and identify issues and solutions to enhance business performance.
- Highly developed skills in team facilitation to achieve prompt and achievable outcomes.
- Ability to meet the challenge of functioning in an organisation undergoing rapid change.
- Highly developed ability to communicate effectively and influence outcomes with people at all levels.
- Demonstrated commitment to EEO, rehabilitation policies and WHS standards.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Reviews and reports submitted within allotted time frames.
- Progression and implementation of assigned strategies within designated timeframes.
- All written and verbal presentations and materials are of a high standard and accuracy.
- Compliance with Council's Code of Conduct and Policies.
- Advocating the role and function of IP&R within Council.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
