

## POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

### Overview

Position Title:	Corporate Planning and Performance Lead	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	Position Number	Classification Level:	7
Employment Location:	Bundaberg Service Centre	Position Status:	Full-time Permanent
Department:	Corporate Services	Document Last Reviewed:	4/03/2024
Branch:	Organisational Performance	Job Dictionary:	NA
Accountable To:	Manager Corporate Services		
Aim of Position:	To lead and manage the development, implementation, monitoring, and review of the Council's integrated business planning and reporting framework ensuring alignment of corporate, operational, service and strategic plans and performance measures. To provide high-level advice and support to the executive leadership team, elected members, and other stakeholders on business planning and performance management matters		

### Council Values

Bundaberg Regional Council's culture is driven by the following values:



### Key Responsibilities

1. Develop and implement an integrated business planning and report framework and application to align with Council's vision, values, themes and strategic objectives
2. Lead the development of the Corporate Plan and Operational Plan, assisting in the establishment of objectives and key result
3. Coordinate and facilitate the annual and quarterly operational planning cycles, involving consultation and collaboration with internal and external stakeholders
4. Lead the development and review of business plans, service portfolio management and performance reports for business units and services
5. Establish Corporate Plan objective roadmaps, reporting progress and achievements over the life of the objectives

6. Ensure the alignment of business plans across Council, including budget, financial plans, asset management plans, service portfolios and project portfolios
7. Monitor and evaluate the progress and outcomes of business plans and performance indicators, and provide regular feedback and recommendations to the executive team and council
8. Identify and manage risks and issues that may impact the achievement of business plans and objectives, and implement mitigation strategies as required
9. Support initiatives aimed at developing and integrating the Project and Change management framework into day to day operations
10. Research and analyse best practices and emerging trends in business planning, and provide advice and guidance on continuous improvement opportunities
11. Ensure compliance with relevant legislation, policies, standards, and guidelines related to business planning

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## Position Requirements - Qualifications and Experience:

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### Mandatory:

1. A bachelor's degree in business administration, finance, or a related field, and/or extensive experience in business planning and management
2. Demonstrated knowledge and understanding of the local government context, including its strategic direction, objectives, and challenges
3. Proven ability to develop and implement integrated business planning frameworks, processes, and tools that align with organisational objectives and key results
4. Demonstrated knowledge and understanding of Project Management and Change Management
5. Strong analytical and problem-solving skills, with the ability to interpret and present complex data and information in a clear and concise manner
6. Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels
7. High-level leadership and management skills, with the ability to motivate and inspire a team of professionals across Council's departments and business units
8. Sound judgement and decision-making skills, with the ability to balance competing demands and manage risks and issues effectively
9. A commitment to continuous learning and improvement, and a willingness to embrace change and innovation
10. A high degree of professionalism, integrity, and ethical conduct

### Desired:

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## Organisational Capabilities – Managers (Leading Leaders):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building relationships	<b>Engage managers and senior leaders to build positive relationships:</b> <ol style="list-style-type: none"> <li>1. Delivers influential presentations to senior stakeholders that hold competing views and priorities</li> <li>2. Negotiates firmly, tactfully, and persuasively in contentious situations to resolve differences and achieve outcomes</li> <li>3. Offers support in times of high pressure and engages in activities to enhance morale</li> <li>4. Integrates the deep understanding of one's discipline with the ability to communicate with people across a broad range of disciplines</li> </ol>
Customer focus	<b>Delivers by working across boundaries:</b> <ol style="list-style-type: none"> <li>1. Sees and acts on opportunities for synergy and integration across their organisation and sector</li> <li>2. Works effectively with other parts of the organisation and sector to deliver results</li> </ol>
Safety and professionalism	<b>Champions and models and leads safe, professional and ethical behaviour:</b> <ol style="list-style-type: none"> <li>1. Ensures safety issues, problems and corrective actions are managed and monitored appropriately within area</li> <li>2. Models ethical behaviour and consistently applies those ethical standards to self and others</li> <li>3. Is consistent in word and action</li> <li>4. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others</li> <li>5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self</li> </ol>
Job requirements	<b>Applies business acumen:</b> <ol style="list-style-type: none"> <li>1. Exercises sound business acumen in corporate governance areas, such as financial, contract and project management</li> <li>2. Understands the origin and reasoning being key policies, practices and procedures</li> </ol>
Cross-organisational thinking	<b>Demonstrates broad perspective:</b> <ol style="list-style-type: none"> <li>1. Conveys the vision for their area in a compelling way</li> <li>2. Takes the broadest possible view of an issue or problem</li> <li>3. Is future-oriented in analysis, thought and action</li> </ol>
Leading people	<b>Inspires individual and team commitment in the pursuit of results:</b> <ol style="list-style-type: none"> <li>1. Motivates individuals and creates a culture where people want to 'go the extra mile'</li> <li>2. Focuses strongly on the achievement of results, and places the same expectations on others</li> <li>3. Gives people the balance of autonomy and support they need to achieve outcomes</li> <li>4. Builds a cohesive and supportive team environment</li> </ol>
Developing people	<b>Builds group capability:</b>

with a one team focus	<ol style="list-style-type: none"> <li>1. Selects the best people from inside and outside the sector</li> <li>2. Understands and can articulate the strengths and limitations of their direct reports and staff</li> <li>3. Develops the knowledge, skills and abilities of their direct reports, and other staff within their group</li> <li>4. Encourages opportunities for learning and stretch assignments to build capability</li> </ol>
Driving people's performance	<p><b>Manages group performance:</b></p> <ol style="list-style-type: none"> <li>1. Implements systems and processes to ensure ongoing delivery</li> <li>2. Organises various resources (people, funding, material, support) to achieve results</li> <li>3. Measures and monitors the performance of their area</li> </ol>
Managing stakeholders	<p><b>Manages internal and external relationships:</b></p> <ol style="list-style-type: none"> <li>1. Builds and maintains productive relationships with internal and external stakeholders</li> <li>2. Communicates in a way that is appropriate for the situation, and that promotes trust, respect and integrity</li> <li>3. Models open communication. Actively and attentively listens to others</li> <li>4. Understands different and competing views, and synthesizes stakeholder information to inform approach</li> <li>5. Manages conflict and negotiates outcomes without compromising relationships</li> <li>6. Manages challenging stakeholders with diplomacy and tact</li> </ol>
Decision making	<p><b>Displays courage in the provision of advice:</b></p> <ol style="list-style-type: none"> <li>1. Provides advice and makes decisions that are rigorously considered and supported by a clear rationale</li> <li>2. Uses analysis, experience and judgement to make informed decisions</li> <li>3. Takes personal responsibility and does not hold back on issues that need to be addressed</li> <li>4. Willing to be the only champion for an idea or position</li> </ol>
Making improvements	<p><b>Champions innovative ideas and solutions:</b></p> <ol style="list-style-type: none"> <li>1. Open to and experiments with innovative approaches</li> <li>2. Analyses both success and failure to identify opportunities for improvement</li> <li>3. Inspires and harnesses the creativity of others</li> <li>4. Demonstrates good judgement about the creative ideas and suggestions of others that will work</li> </ol>
Progressing change	<p><b>Champions and leads change:</b></p> <ol style="list-style-type: none"> <li>1. Adopts a planned and comprehensive approach to implementing organisational change</li> <li>2. Understands and influences organisational culture</li> <li>3. Influences others</li> </ol>

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## Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
<b>1. People Management</b>	<ol style="list-style-type: none"> <li>1. Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance.</li> <li>2. Manage the recruitment and selection process within area of responsibility.</li> <li>3. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.</li> </ol>
<b>2. Workplace Health and Safety</b>	<ol style="list-style-type: none"> <li>1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.</li> </ol>
<b>3. Culture</b>	<ol style="list-style-type: none"> <li>1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.</li> <li>2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.</li> </ol>
<b>4. Information Services and Technology</b>	<ol style="list-style-type: none"> <li>1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements.</li> <li>2. Use Council's technology appropriately and with respect.</li> </ol>
<b>5. Disaster Management</b>	<ol style="list-style-type: none"> <li>1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.</li> </ol>
<b>6. Customer Service</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.</li> </ol>
<b>7. Financial Accountability and Governance</b>	<ol style="list-style-type: none"> <li>1. Models compliance with Council's procurement Policy.</li> <li>2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.</li> <li>3. Legislative Sub-Delegations and authorisations may also be applicable.</li> </ol>
<b>8. Corporate record-keeping</b>	<ol style="list-style-type: none"> <li>1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.</li> </ol>

## Immunisation Requirements

**(Delete Vaccination Name and Requirement if not required/relevant for role and insert "N/a" in the first Vaccination Name cell.)**

**Vaccination requirements are outlined in Staff Vaccination Eligibility Table MD-7-893. Vaccinations detailed within a Position Description must match the requirements in this Table.)**

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

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Vaccination Name	Requirement
	NA