

Role Description

Senior Corporate Planner



Title	Senior Corporate Planner
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Transformation and Business Performance / Corporate Strategy and Performance
Reports to	Section Manager, Corporate Planning & Reporting

Vision and Purpose

Vision

A vibrant and sustainable Central Coast

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the Senior Corporate Planner provides hands on expertise towards Council's integrated planning and reporting framework, developing corporate strategies and assisting employees and management to align strategic, operational and organisational objectives in designated business units. This will be achieved through enabling the facilitation and development of Corporate Strategy.

The Senior Corporate Planner is required to provide quality customer service and creating value for the community.



Key Duties and Responsibilities

- Facilitates the development, implementation and ongoing communication and performance monitoring of the Council's community strategic plan and related strategies, processes and reporting;
- Provide strategic stakeholder engagement in support of best practice Corporate planning and reporting;
- Utilises a range of innovative, relevant and effective strategy formulation techniques to improve corporate planning and reporting systems, processes and decision making;
- Translates strategies in to actionable and quantitative plans with supporting KPIs;
- Conduct research and benchmarking, analysing data, and building models to support continuous improvement;
- Deliver research findings, data analysis and decision support on a range of scenarios of high strategic and operational value;
- Support continuous improvement through utilising new technologies and/or approaches to improve corporate planning processes and outcomes;
- Facilitate coaching and/or planning workshops to support staff across Council in the development of their business plans and strategies in order to meet council and community expectations;
- Effectively communicate the businesses strategic objectives with senior management and staff at all levels of the organisation;
- Generate fresh ideas, creative approaches and add personal insight across the organisation on key strategic issues;
- Ensure department/unit strategies and projects reflect the overall corporate strategy;
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.



Authority and Accountability

- Ensure all relevant WHS requirements, including Council's Safe Systems of Work, are considered and addressed as a function of the professional advice or direction you provide to Council and external parties;
- Policy and procedures are readily available but the Senior Corporate Planner is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the Unit;
- The work of the Senior Corporate Planner influences a number of separate community groups through policy application and development;
- The Senior Corporate Planner complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Identifies requirements as an input to budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Personal Attributes

- Demonstrate high levels of resilience and personal motivation, taking opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- A team player who supports initiatives that create an environment where diversity is valued;
- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Strong time management skills and self motivated to drive timely, high quality deliverables.



Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organisation;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.



Qualifications

Essential

- Degree qualification in Business, Governance, Planning or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development

Desirable

- Certificate IV qualification in Project Management

Experience

- Advance statistical analysis skills with the ability to translate strategy in to actionable and quantitative plans with supporting KPI's
- Proven ability to conceptualise complex ideas, detect patterns and interpret a range of quantitative and qualitative data
- Demonstrated experience in corporate planning and reporting, and knowledge of the Local Council integrated planning and reporting framework
- Demonstrated experience in developing, delivering, monitoring and communicating innovative community strategic plans
- Demonstrated experience in a range of innovative, relevant and effective techniques in strategy formulation to improve corporate performance
- Demonstrated experience in facilitating and presenting to groups and workshops
- Proven ability in conducting market research and benchmarking activities to support continuous improvement
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation





Key Relationships

Internal	External
Unit Managers / ELT	Members of the Public/residents/ratepayers
Councilors	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Section Managers/Team Leaders	Community Organisations – service clubs etc.
Other Council employees (not including direct reports)	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

