**Position Description**

|  |  |
| --- | --- |
| **Position title:** | **Corporate Strategist** |
| **Work location:** | City Administration Centre, 12 Stewart Avenue Newcastle West |
| **Directorate:** | Corporate Services |
| **Reports to:** | Corporate Planning and Performance Lead |
| **Direct reports:** | Nil |
| **Salary Point:** | SP16 |
| **Decision making:** | Level 6 Management Hierarchy  |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Finance, Property and Performance is part of the Corporate Service Directorate and this role reports to the Corporate Planning and Performance Lead.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s the focus of this position?**

This position is responsible for leading and aligning organisational business services with CN’s Strategic objectives including development of the Delivery Program and Operational Plan focusing on delivering improved outcomes for the organisation and community.

**What you will be doing:**

* Introduce and embed management tools and approaches that enhance CN’s response to the legislative requirements of the Integrated Planning and Reporting Framework.
* Undertake structured, data driven analysis, utilising various and complex data sets to inform problem solving and enable the creation of shared public value.
* Performance reporting including Annual Report, six monthly performance report key performance indicators, key actions, comparative indicators and quarterly review collation.
* Provide professional business expertise, strategic advice and management support to the organisation, ELT and Council.
* Develop and write in consultation with identified stakeholders, key corporate documents required under the Integrated Planning and Reporting framework including the Delivery Plan, Operation Plan and Annual Report.
* Work with other strategic planning functions in CN to ensure cohesive, integrated and consistent strategies across all documentations in line with Integrated Planning and Reporting framework.
* Integrating short, medium- and longer-term planning processes into the Integrated Planning and Reporting process to focus the organisation on desired outcomes.
* Provision of accurate, timely and meaningful business performance reporting, including program and individual project reports and develop indicators that will enable the organisation to measure its success in improving and implementing processes to achieve sustainable excellence.
* Promote organisational understanding of and commitment to CN's Integrated Planning and Reporting processes.
* Analyse and implement legislative requirements and industry developments in the Integrated Planning and Reporting processes to ensure legislative compliance.
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Tertiary qualifications in Business, Finance, Commerce or related field.
* Experience in a range of innovative, relevant and effective techniques in strategy formulation to improve corporate performance and set and direction for a large organisation.
* Business advisory experience, including an ability to analyse complex issues and outcomes including identification of alternatives and implementing assessed recommendations.
* Demonstrated project management experience with the ability to coordinate and manage multiple projects and resources effectively to achieve goals to meet planned targets, deadlines and commitments.
* Ability to gain respect, integrity and trust through situational leadership and inspire others to follow and participate in change processes.
* Excellent communication and interpersonal skills demonstrated by abilities in consultation, negotiation and influencing skills at all levels, and the capacity to develop and manage effective relationships with all stakeholders and all levels of staff.
* Demonstrate experience in statistical analysis with the ability to translate strategy into actionable and quantitative plans with supporting key performance indicators.
* Experience in managing complex datasets and conducting quantitative and / or qualitative statistical analyses.
* Understanding of Long-term financial Planning techniques and financial policies and procedures and their practical application combined with knowledge of Accounting and its application within Local Government to comply with Australian Accounting Standards.

**Other valuable skills you may have:**

* High level of understanding of the Integrated Planning and Reporting framework and practices at both strategic and operational levels.
* Highly proficient in the analysis, development and implementation of business plans in a service delivery organisation.
* Effective consultation design and workshop facilitation skills.
* Demonstrated capability to prepare and deliver high-quality public presentations.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

 *I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |