



POSITION DESCRIPTION

Position Title	Corporate Strategy Planner	
Directorate	Community	
Service	Corporate Strategy and Engagement	
Responsible to	Team Leader Corporate Strategy	
Position Supervises	Direct: Casual staff, consultants, volunteers and contractors as required Indirect: 0	
Position No.	IW0695	
Status	Permanent, full time	
Hours	Based on a 35-hour week. Regular after hours work to attend meetings/functions/events is required.	
Salary Point	46 to 56	Band/Level: 3/2
Pre-employment checks Legislative requirements	Nil	
Date reviewed: 25 January 2023	Reviewed by: Corporate Strategy and Engagement Manager	

POSITION PURPOSE

The position is responsible for managing, developing and delivering Council's integrated planning and reporting (IP&R) plans, including working with business units to coordinate and analyse quarterly, annual and end of term reporting against Council's Community Strategic Plan, Delivery Program, Operational Plan and associated plans.

As a member of the Corporate Strategy and Engagement team, you will advise on and monitor the development, quality and compliance of these IPR plans, ensuring an integrated approach to delivering on Council's directions and priorities.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence.

The community is at the heart of the organisation. Council places its values of integrity, respect, innovation, compassion, and collaboration at the centre of everything it does. Council's purpose is to be of service to the local community and make the Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential criteria:

1. Tertiary qualifications in social sciences, public policy, business, communications or a relevant field.
2. Strong research and analytical skills, with excellent attention to detail.
3. Demonstrated experience in managing projects and tasks involving a range of stakeholders at all levels.
4. Advanced knowledge of Microsoft Office, particularly Microsoft Excel, with capacity to learn how to manage and use new technology and reporting systems.
5. Excellent interpersonal, written, and verbal communication skills, including demonstrated experience in preparing and writing reports, presentations and facilitation.
6. Ability to work under pressure to meet tight deadlines and manage competing priorities.
7. Collaborative approach to working with internal and external stakeholders, including sound knowledge of engagement principles and practices.
8. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety and ethical practice.

Desirable criteria:

1. Experience in and/or knowledge of local government, including the IP&R framework and requirements under the *NSW Local Government Act*.
2. Current NSW Class C Driver's Licence.

KEY DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

Corporate strategy

- Adherence to Council's legislative requirements for planning and reporting within the Integrated Planning and Reporting (IP&R) framework.
- Support the development and review of the Community Strategic Plan and Council's IP&R documents (including Delivery Program, Operational Plans, and associated plans) through research, engagement, analysis and writing reports.
- Assist and coordinate the quarterly, annual and end of term reporting processes of Council's progress against its Community Strategic Plan, Delivery Program, and

Operational Plan actions, particularly key performance indicators with managers and relevant staff.

- Develop effective partnerships with the Executive and Leadership teams and managers to foster better corporate strategy outcomes, corporate planning, internal engagement and business intelligence, including technology and tools to monitor key performance indicators.
- Work collaboratively with staff to design and implement community engagement activities which contribute to developing and implementing the IP&R framework, including the Community Strategic Plan, and exhibition of the Delivery Program and Operational Plan.
- Develop, maintain and champion Council's IP&R performance management system, particularly its TechOne Performance Planning

Leadership and service management

- Develop processes to encourage a culture of excellence.
- Ensure that the Team Leader Corporate Strategy is informed of any issue which may affect staff, the community and/or service delivery.
- Adhere to and comply with governance principles, and Council procedures and policies.
- Research, implement and maintain best practice in the organisation and corporate planning activities through Council's continuous improvement programs.

Stakeholder engagement

- Assist with delivering stakeholder and community engagement activities which contribute to developing and implementing the IP&R framework, including the Community Strategic Plan, and exhibition of the Delivery Program and Operational Plan.

Financial management

- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

KEY RELATIONSHIPS:

Internal: Team Leader Corporate Strategy; Leadership and Executive team, Managers and staff across all sections of Council.

External: Members of the public; peak bodies; local organisations and businesses; relevant State and Commonwealth departments; and other councils.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Corporate Strategy Planner** as detailed in this document.

Signature:

Date: / /