

Melton City Council

Corporate Planning & Performance Officer

Position Description

PD: 00579

A vibrant, safe and liveable
City accessible to all

1. Position details

| | |
|-------------------------|---|
| Position Title | Corporate Planning and Performance Officer |
| Directorate | Organisational Performance |
| Business Unit | Corporate Planning and Performance |
| Position Classification | Band 6 |
| Enterprise Agreement | Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement. |

2. Organisational relationships

| | |
|-------------------|---|
| Reports to | Coordinator Corporate Planning and Performance |
| Supervises | Nil |
| Internal liaisons | <ul style="list-style-type: none">• Staff• Executive Management Team• Service Unit Managers• Councillors |
| External liaisons | <ul style="list-style-type: none">• Community• Corporate Planners Network• Other Local Government Councils• LGPro, MAV and VECCI |

3. Our Organisation

1. Council Values

Our Values: Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved, and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Support a planning, monitoring, and reporting culture within Council that streamlines these processes and enables benchmarking of performance.
- Support the development, implementation, monitoring and evaluation of corporate planning and service planning, and the development of the Council and Wellbeing Plan.

5. Key responsibility areas

- Assist in the delivery of corporate and service planning, in compliance with the *Local Government Act 2020* and subsequent Regulations/Guidelines within Council.
- Provide input to, and support the development and review of the Council and Wellbeing Plan and policy.
- Support Council's Business planning, monitoring, and reporting processes.
- Support the production of high quality annual and quarterly reports and review Council Plans within both legislated reporting periods and timeframes as provided by Council, its Committees and Executive.
- Provide advice on business system planning enhancements that fosters an environment of continuous improvement and risk management.
- Support the implementation, development and coordination of planning and performance monitoring systems to enable Council to monitor results against the agreed Council and Wellbeing Plan activities.
- Provide training, advice and assistance to Managers and Coordinators around corporate and service planning, research, data collection, statistical analysis, and performance reporting.
- Support process improvement and review across Council.

6. Accountability and extent of authority

- Assist in corporate, business and service planning and annual reporting in compliance with State Government requirements.
- Provision of corporate, business and service planning advice, training, and guidance in reviewing service delivery models and processes across the organisation subject to regulations and policies and regular supervision.
- Support and provide input into the review and development of the Council and Wellbeing Plan and policy.
- Support the development of accurate, timely and detailed reports as required to Council, various committees, and the Executive.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Research, investigate, analyse, and interpret a wide range of planning information and options, applying this knowledge to decision making, and provide input into planning and policy development as required.
- Understand the requirements of the *Local Government Act 2020* and the *Local Government Performance Reporting Framework*, as they apply to the defined activities.
- Apply organisational performance improvement principles in ways which further the long-term goals of Council and which reflect Council's values and aspirations.
- Provide input to best practice continuous improvement processes.
- Guidance and advice are usually available.

8. Specialist skills and knowledge

- Proficiency in the application of a theoretical or scientific discipline relating to corporate, business and service planning as it applies to Local Government, and the *Local Government Act 2020*.
- Understanding of the long-term goals of the functional unit and knowledge of all facets of Council operations in order to be effective when providing corporate and service planning advice and guidance with service reviews.
- Knowledge and skills in the application of performance management principles and principles of continuous improvement.
- Analytical and investigative skills to identify business improvement opportunities.
- Knowledge and skills to develop, implement and review organisational performance systems and associated reporting.
- Knowledge and skills to support an organisational culture of continuous improvement.

9. Management skills

- Manage time, set priorities, plan, and organise own work to ensure specific and set organisational and team performance objectives are met.
- Make sound judgements and recommendations, including the ability to articulate reasons behind decisions.
- Capable of supporting projects including officers from across the organisation, consultants, contractors, community, and Council.

10. Interpersonal skills

- Highly developed oral and written communication skills to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in the Council to resolve intraorganizational problems.
- Influencing skills to gain cooperation and assistance of staff members in the administration of defined activities
- Network internally and externally to gain and share knowledge and experience and where necessary discuss and resolve specialist problems.

11. Qualifications and experience

- Tertiary qualification in Business, Management with some relevant experience, or lesser formal qualifications and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.
- An understanding of, or experience in corporate and service planning activities.
- An understanding of, or experience in process improvement and review activities.
- An understanding of, or experience in business systems, and operational performance analysis.
- Current valid Victorian Driver's License.

12. Key Selection Criteria

1. Tertiary qualification in Business, Management with some relevant experience, lesser formal qualifications, and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.
2. Demonstrated understanding of corporate and service planning activities, reporting on performance outcomes within a Council, and process improvement approaches and activities.
3. Demonstrated understanding in identifying business improvement opportunities and process improvement and review practices.
4. Demonstrated interpersonal skills with the ability to negotiate, motivate, influence, and gain cooperation and assistance from others as required.
5. Experience in the use of MS Office programs (Word, Excel, and PowerPoint), databases and organisational performance computer systems and associated reporting mechanisms.

Chief Financial Officer

March 2024

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date