

# POSITION DESCRIPTION



<b>Position Title:</b>	<b>Corporate Planning and Reporting Officer</b>		
<b>Position Code:</b>	TBA	<b>Evaluated:</b>	13 July 2021
<b>Award Classification:</b>	<b>Band:</b>	3	<b>Level:</b> 1
<b>Salary System Grade:</b>	<b>Grade:</b>	4	<b>Minimum Level:</b> Entry
<b>Approved:</b>	F. Plesman		<b>Date:</b> 13 July 2021

## Primary Purpose of the Position

The Corporate Planning and Reporting Officer is responsible for facilitating the development and delivery of Council's corporate reporting function in compliance with the NSW Integrated Planning and Reporting Framework, the Local Government Act 1993, the Local Government Regulation 2021 and in accordance with Council's People Capability Framework, Values and Business Objectives.

## Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:


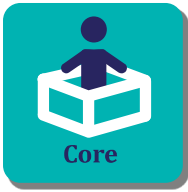

1. Ensure Council's Integrated Planning and Reporting function complies with the Local Government Act 1993, the Local Government Regulation 2021 and internal policies and procedures.
2. Provide strategic input and advice to management and staff regarding Council's Integrated Planning and Reporting function, including ensuring Council is kept up to date with legislative and regulatory changes.
3. Facilitate in year delivery of Council's suite of corporate plans and reports, in accordance with the NSW Integrated Planning and Reporting Framework including the:
  - i. Community Strategic Plan;
  - ii. Community Engagement Strategy;
  - iii. Resourcing Strategy;
  - iv. Delivery Program;
  - v. Operational Plan;
  - vi. Annual Report;
4. In collaboration with management and staff, design and project manage community engagement and communication strategies associated with the development and delivery of Council's suite of Integrated Planning and Reporting documents.
5. Administer Council's Corporate Reporting system (Pulse) and provide training and assistance to management and staff in adhering to internal and external reporting requirements and schedules.
6. Facilitate the preparation and presentation of scheduled progress reports on the performance of the organisation against the operational plan to Council, the Audit, Risk and Improvement Committee, internal and external auditors and the Office of Local Government and the Minister for Families, Communities and Disability Services as required.
7. Any other such duties that are commensurate with the employee's skill level, competency and training.

## Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	<b>Collaboration</b> - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	<ul style="list-style-type: none"> <li>Engage with others to share information and knowledge achieve the best outcomes</li> <li>Provide support to team members in challenging situations</li> <li>Collaborate to find solutions that contribute to positive, mutually satisfactory outcomes</li> </ul>
	<b>Effective Communication</b> - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> <li>Present your ideas and views in a clear and respectful way</li> <li>Consider body language and facial expressions and adapt where necessary</li> <li>View concerns and disagreements as challenges to be solved, and follow issues through to resolution</li> </ul>
	<b>Accountability</b> - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	<ul style="list-style-type: none"> <li>Be accountable for your own actions</li> <li>Act within delegation of authority levels, and work within legislative frameworks and policies</li> <li>Understand the application of safe work practices, consider and address risks in daily operations</li> </ul>

## Key Tickets, Qualifications and Other Skills

1. Tertiary qualifications in a relevant discipline (e.g. Business, Communications, Graphic Design, Publishing), and/or equivalent experience.
2. Demonstrated advanced computer literacy.
3. Demonstrated advanced corporate reporting experience.
4. Recent significant experience with Adobe Suite (Indesign).
5. Demonstrated advanced time management skills.
6. Demonstrated ability to work self-directed.
7. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
8. Demonstrated **developed** key capabilities as defined in the *Key Capabilities* Table (above).