



Living our corporate values ...

**Community
Focused**

**Show
Integrity**

**Encourage
Innovation**

**Be Caring &
Respectful**

**Commitment
to Safety**

**Value
Teamwork**

... to deliver progress and value to our community

Performance and Improvement Officer

PD Version – July 2021

Next Review – July 2022

Position Details

POSITION NO: 500009

DEPARTMENT: Customer and Corporate Services

POSITION LOCATION: Parkes

EMPLOYMENT STATUS: Permanent Full Time

REPORTING TO: Strategy, Systems and Performance Lead

NO. OF DIRECT REPORTS: Nil

BAND/LEVEL: Administrative/Technical/Trades Band 2 Level 2

SALARY SYSTEM GRADING: Grade 10-12

ALLOWANCES Nil

Purpose of the Position

Administer the implementation of Council's Management Framework including Integrated Planning and Reporting, Organisational Performance and Business Improvement Strategy.

Position Responsibilities

- Administer Council's Management Framework including compliance with the ISO 55000 Industry Standard and the Integrated Planning and Reporting Regulation.
- Administer Council's organisational performance reporting systems and ensure capacity of people and undertake process review.
- Prepare, analyse and interpret data and then prepare reports and metrics for executive and other stakeholders to make informed management decisions.
- Deliver business improvement Initiatives including systems and processes, staff capability and resources.
- Provide research and support to Strategic projects as requested and other duties as required by the organisation.

Position Skill Descriptors – Grade 10-12

- Planning is necessary to coordinate activities and resources affecting the work area or other positions over the next month. At times, planning at an operational level is necessary in excess of one month affecting the work area or a range of other positions.



- Decisions will be made by choosing the appropriate process or direction and unusual or complex problems are mostly referred to the next level of management.
- Problems are solved by reviewing or analysing a range of options and selecting and/or recommending the best alternative to the Manager from readily obtained sources.
- Respond to complex enquiries and require detailed and careful explanation. At times, it will be necessary to lead discussions with small groups or address contentious matters through discussion and response to achieve settlement
- Write non-standard correspondence, reports and submissions that require original content, wording, sentence and paragraph construction.
- Leadership and organisational skills are required to develop and control a work area or project involving frequent contact with other staff to resolve minor problems.

Position Qualifications and Experience Requirements

Qualifications:

- Certificate IV in Business, Project Management, or similar discipline.
- Current and maintained NSW Driver's Licence.
- Working with Children Check
- Certification recognising advance skills in Microsoft Office, particularly Excel

Preferred:

- LEAN Practitioner or similar improvement discipline
- Diploma in Business, Project Management, Business Analytics, or similar discipline

Experience & Skills:

- Minimum of 2 years relevant work experience.
- Experience in delivering information to groups
- Use of online software platforms
- Demonstrated advanced level use of Microsoft Excel

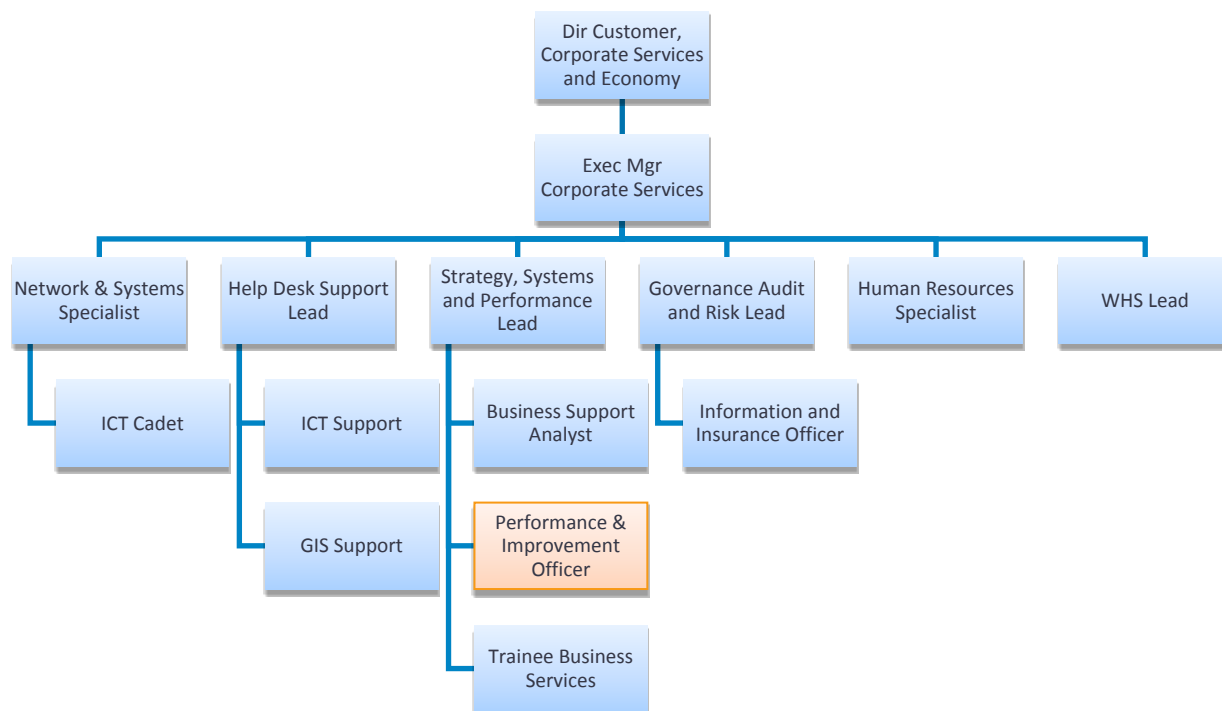
This training and other training required for this position is specified with the Learning Plan for the position.



WHS Responsibilities

Key Responsibility	Performance Requirements
	<ul style="list-style-type: none">+ Work in a safe manner without risk to themselves, others or the environment.+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.+ Participate in agreed WHS consultation arrangements.+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.+ Seek assistance/clarification if unsure of WHS rules or procedures.+ Report any faulty tools or plant.+ Correctly use and maintain all personal protective equipment provided as required.+ Complying with emergency and evacuation procedures.+ Participate in any required WHS training or induction.+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.+ Participate in WHSMS review activities as required/requested.

Organisational Relationships



Position Delegations

This position has the following **Internal** delegations:

- WHS



Physical Requirements

Neck Movement (looking up, down, sideways)	4	Dust (expose airborne material ie. Dust)	1
Reaching (above shoulder height, forward/side extended)	1	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	1	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	1
Bending/Twisting (forward/ backward bending or twisting at waist)	1	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	1
Kneeling/Squatting	1	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	1	Temperature (Task involve working in extremes of temperature - hot or cold)	1
Standing (upright without moving)	1	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	1	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	1	Hazardous Substances (Tasks involve working with hazardous substances)	1
Walking (uneven surfaces)	1	Meeting Deadlines	3
Walking (walking while manual handling object)	1	Conflict Resolution	1
Walking (up or down steep slopes)	1	Sitting for extended periods	1
Climbing (in and out of plant/car)	1	Dealing with people	1
Climbing (stairs, ladders, scaffolding)	1	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	2	Personal Protective Equipment	1
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	5	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	1
Sight (Ability to discriminate between colours)	1	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	1
Hearing (Effective hearing ability as an integral part of task performance)	1	Task involves working in an awkward positions Eg:	1
Smell (use of smell senses as an integral part of task performance)	1	Cardiovascular Fitness level required for position	2
Balance	1		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



Performance and Improvement Officer

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training