

POSITION DESCRIPTION	
Title:	Team Leader Corporate Planning
Business Unit:	Technology and Corporate Services
Reports to:	Executive Manager Technology and Corporate Services
Grade:	19
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	3
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	51015
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	22 December 2021
Date Reviewed:	
Position Purpose	
To promote and facilitate effective portfolio management, corporate planning initiatives, services and strategies that enhance the organisation's position and reputation with the Community, Councillors, the Customer and the Council itself.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
Essential: <ul style="list-style-type: none"> • Tertiary qualifications in management, human resources, or communication or extensive experience within this field. • High-level knowledge and demonstrated skills in developing corporate strategic planning hierarchies, including identifying both effectiveness and efficiency performance measures. • High-level knowledge and demonstrated skills in enterprise portfolio management. • Experience in supervising and motivating a team to achieve client focused services and business outcomes while managing multiple projects and issues to deadlines. 	

- Proven ability to lead, develop and motivate staff in an environment of change, collaboration and continuous improvement.
- Proven ability to develop rapport and engage with a diverse range of stakeholders to foster and sustain partnerships.
- High-level communication skills with the ability to clearly manage and convey information and ideas through a variety of channels.
- An ability to exercise critical thinking in the workplace and to demonstrate a high level of problem solving skills.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.

Main Activities/Tasks

Key tasks and responsibilities are;

Team Leader Functions

- Manage, lead and support the Corporate Planning team to develop, implement and evaluate the Integrated Planning & Reporting Framework (in line with legislative requirements) and enterprise portfolio management to meet the needs of the organisation.
- Position the Corporate Planning team to be at the forefront of the organisation and make sure the team are future focused, customer responsive and aligned to the organisation and community's vision.
- Establish, run and lead enterprise portfolio management with a whole-of-council view of planned, in progress and completed projects.
- Lead initiatives aimed at embedding Council's project management framework, corporate strategy, strategic directions, business excellence, and key performance indicators into the day to day operations of Council staff.
- Manage assigned strategic projects to meet the strategic business objectives.
- Provide quality and timely advice to the Information Services and Performance Manager, Executive Manager Technology and Corporate Services, Senior Leadership Team and Councillors as required on trends and needs.
- Lead, develop and inspire the Corporate Planning team, to achieve optimal individual and team performance.
- Undertake regular performance and statistical reporting in accordance with the requirements for Integrated Planning and Reporting requirements.
- Manage expenditure, prepare budget estimates and forecasting and report on budgets within approved delegations and in consultation with teams across Council.
- Build and maintain collaborative and effective work relationships across Council.
- Collaborate on the business unit's strategic and operational planning.
- Develop a high-level understanding of business needs across Council and be proactive in identifying opportunities.
- Stay engaged with networks and industry developments to stimulate innovation, keep abreast of best practice in Project Management, Integrated Planning and Reporting, and Business Excellence initiatives to identify issues, trends, and changes.

- Project manage Council's Community Survey and the Local Government Performance Excellence Program and drive changes to improve the organisation's performance and community perception based on survey results.
- May be required to act in a more senior role.

Fraud and Corruption

- Manage internal controls are in place for areas of your responsibility to help detect and prevent corruption and fraud.
- Identify system deficiencies that could facilitate corruption or fraud and take appropriate remedial action.

Risk Management

- Support and promote the accountability of staff to comply with the purpose and intent of Council's policy for the management of risks by ensuring risk management processes are implemented within your area of responsibility.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.