

POSITION DESCRIPTION

Position Title	Strategic Planning and Performance Coordinator
Position No.	788
Position Status	Permanent Full-time
Business Unit	Corporate Services
Division	Corporate Services
Classification	Band 6
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	March 2021
Approved By	General Manager Corporate Services

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

This role works collaboratively across the business to bring together Council's corporate strategy, planning, reporting and key governance frameworks, via an annual integrated program and the use of relevant business IT systems and processes.

ORGANISATIONAL RELATIONSHIPS

Reports to	General Manager Corporate Services
Supervises	N/A
Internal Liaisons	All Council staff
External Liaisons	Local Government Victoria, Local Government Ministers Office, Information technology and Software vendors

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Accountable for achieving results within set timeframes against conflicting priorities.
- Responsible for supporting colleagues in achieving continuous improvement outcomes.
- Freedom to act is governed by organisational policies, processes and objectives.

Judgement and Decision Making

- Undertake research, problem solving and analysis including data and metrics as it applies to business improvement, corporate planning and business planning.
- Provide advice and guidance in relation to key responsibility areas in a timely manner to the organisation.
- Guidance and advice is available from the General Manager Corporate Services.

Specialist Knowledge and Skills

- Possess a good understanding of local government procedures.
- Ability to interpret relevant legislation including the *Local Government Act 2020*.
- Experience with configuration and administration of Business Systems.
- Project management skills, demonstrated through the ability to manage a diverse range of conflicting priorities whilst delivering on milestones.
- Understanding of, and ability to navigate through business priorities and the landscape of local government to influence positive change.

Management Skills

- Ability to set own priorities, plan workload, meet deadlines and achieve objectives.
- Ability to manage projects from conception through to implementation.
- Ability to gain cooperation from internal stakeholders to influence change through continuous improvement initiatives.
- Ability to manage information flow upwards and downwards from an organisational perspective.

Interpersonal Skills

- Ability to engage and collaborate with employees at all levels to facilitate projects.
- Demonstrated facilitation skills required to achieve effective outcomes.
- Highly developed written and oral communication skills.

- Proactive approach to dealing with organisation challenges.

Qualifications and Experience

- Relevant qualification in Business or Business Administration.
- Previous experience with configuration and administration of Business Systems.
- Experience and skills in business planning and development.

The ability to obtain and maintain the following qualifications, registrations, certifications:

N/A

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the WSC records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Manage the collation and preparation of Council's Annual Report ensuring that all inputs and timeframes are met with in accordance with the relevant legislation.

- Manage and collate Councils Strategic and Performance Reports in accordance with organisational and corporate planning reporting frameworks and timelines.
- Coordinate Councils Local Government Performance Reporting Framework (LGPRF) data collection and reporting process, ensuring data accuracy and integrity.
- Manage accurate inputs and updates of Councils LGPRF data for the 'Know Your Council' website annually, ensuring all content is accurate, complete and meets the required time lines
- Manage the development and annual review of the Council Plan in accordance with requirements of the Local Government Act 2020 ensuring clear alignment to Councils strategic and other planning objectives and deliverables.
- Manage and drive the annual business planning process, to ensure strategic alignment with the Council Plan, strategic imperatives and the annual budget. Also support business units to ensure that all business plans are entered into the Corporate Planning and Reporting (CPR) system within required timeframes.
- Provide input to and manage the ongoing review and update of Councils key governance frameworks such as the Risk Management Framework, Business Continuity Plan and any outstanding audit items
- Manage and deliver the reporting required from the CPR system for all facets of Council business and governance requirements within required timeframes.
- Administer organisational wide CPR system including maintenance of data currency, systems analysis, testing and implementation of changes, trouble shooting, system improvements and ad hoc user support to ensure that system capabilities are optimised.
- Administer the organisational wide process documentation system and provide appropriate training to staff, to ensure that all processes are documented and current. Provide monthly progress reporting, and process mapping support in accordance with CPIs.