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|------------------------|-------------------|---------------------|------------------------------------|
| <b>Directorate:</b>    | Office of the CEO | <b>Department:</b>  | Corporate Strategy and Performance |
| <b>Position Grade:</b> | 12                | <b>Reports to:</b>  | Manager Corporate Strategy         |
| <b>Last review:</b>    | May 2018          | <b>Next review:</b> | May 2020                           |
|                        |                   | <b>Version No.:</b> | 2.0                                |

## Position purpose:

This role is responsible for working across Council to develop Council's key corporate documents, such as the annual operational plan and budget as well as the biannual and annual reporting to ensure Council meets its statutory obligations.

This position is also responsible for implementing community consultation and engagement programs which inform strategic decision making and Council's policy agenda.

## Key accountabilities/responsibilities:

Responsible for:

- 1) Producing high quality plans and documents, such as Council's Delivery Program and Operational plan, including budget and Statement of Revenue Policy to ensure Council's statutory planning and reporting obligations are met.
- 2) Undertaking community consultation and engagement, including face to face surveying and facilitating focus groups.
- 3) Undertaking ongoing development, refinement and review of Council's corporate performance indicators.
- 4) Delivering programs which are aimed at embedding Council's strategic direction into the day to day operations of Council staff.
- 5) Maintaining a high standard in administrative systems, including efficient processing of HPE Content Manager / TRIM, purchase orders, word processing and publishing.
- 6) Identifying community needs and developing and implementing responsive strategies, initiatives and projects which are in line with Council's strategic direction.
- 7) Other projects relating to the implementation of corporate strategy and performance functions as directed by the Manager, Corporate Strategy.

## Decisions made in the position:

- 1) As per the delegations of this position.

## Decisions referred:

- 1) Financial/Budget expenditure
- 2) Policy changes

## Key issues/challenges:

- 1) Working across the organisation with a range of different business units to ensure Council meets all of its statutory planning and reporting obligations.
- 2) Implementing organisational processes in a constantly changing and demanding political environment.
- 3) Implementing sensitive community engagement and consultation programs.

**Key working relationships:**

- |   |                         |
|---|-------------------------|
| • Executive and Management Team         | • Mayor and Councillors |
| • Government agencies                   | • External agencies     |
| • Corporate Strategy & Performance Unit |                         |

## POSITION SPECIFICATION

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Relevant tertiary qualifications such as communications, business, corporate planning or governance

#### Experience

- Demonstrated experience in corporate planning and reporting, including interpreting performance data and preparing complex documents for a range of audiences
- Corporate planning experience, including practical experience developing key performance indicators (KPIs)
- Experience in developing and delivering community consultation and engagement campaigns
- Experience in facilitating corporate business improvement projects.

#### Knowledge and Skills

- Understanding of Integrated Planning and Reporting Requirements under the NSW Local Government Act 1993
- Sound knowledge of the operations of local government
- High level verbal and written communication skills including negotiation, consultation, presentation and interpersonal skills
- Demonstrated ability to manage time, set priorities and organise own work to ensure all deadlines are met
- Ability to develop new technical skills and embrace new technology and techniques.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Knowledge of the Liverpool local government area

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**