

POSITION DESCRIPTION

Project Officer, Strategy and Performance (POS1562)

Directorate:	Office of the CEO	Department:	Corporate Strategy and Performance		
Position Grade:	Grade 13	Reports to:	Manager Corporate Strategy and Performance		
Last review:	August 2019	Next review:	August 2021	Version No.:	2.0

Position purpose:

To implement organisational improvement initiatives including the development of Council's corporate plans and facilitate the embedding of Council's strategic directions throughout the organisation to ensure that business excellence underpins all of Council's operations.

Key accountabilities/responsibilities:

Responsible for:

- 1) Implementation of Council's integrated planning and reporting documents and statutory reports, including community consultation and engagement processes in accordance with legislation.
- 2) Undertaking research and analysis of areas of public policy which impact on Council as required
- 3) Organising community engagement processes that directly inform broad corporate strategic directions
- 4) Organising and delivering initiatives which are aimed at embedding Council's corporate strategy, strategic directions and key performance indicators into the day to day operations of Council staff.
- 5) Maintaining a high standard in administrative systems including efficient processing of records in trim, purchase orders, word processing and publishing
- 6) Other duties relating to the implementation of the corporate strategy and performance functions as directed by the Manager, Corporate Strategy and Performance

Decisions made in the position:

- 1) This position has no formal delegation of authority

Decisions referred:

- 1) Financial / Budget expenditure
- 2) Policy changes
- 3) Staffing matters

Key issues/challenges:

- 1) Implementing cross-cultural improvement processes in a constantly changing and demanding political environment
- 2) Ensuring service delivery within strict deadlines
- 3) Working on multiple projects and managing competing priorities at any one time
- 4) Working across council with a diversity of disciplines and stakeholder groups

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Key working relationships:

- | | |
|---|--|
| • Management Team | • Government agencies |
| • Corporate Strategy and Performance team | • Industry groups and peak organisations |
| | • All staff |

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

- Tertiary qualifications in a related field such as communication, business planning or public policy or relevant experience.

Experience

- Experience in corporate planning.
- Demonstrated experience in research, statistical analysis and data interpretation.
- Proven ability to produce high quality written work, within strict, deadlines, with minimal supervision.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Highly organised with the ability to work on multiple tasks and manage competing priorities
- Well-developed communication, presentation and facilitation skills
- Sound administration skills, including in-depth knowledge of Microsoft Word, Excel and PowerPoint
- Demonstrated problem solving and negotiation skills, particularly when working across a range of professional disciplines
- Knowledge of up to date community and engagement consultation processes.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Experience in Local Government

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous