



Our Values

Respect Honesty Commitment Courage

Position Title:	Organisational Planning and Performance Officer
Directorate:	Corporate and Community Services
Reports to:	Manager Corporate Performance
Date effective:	July 2022
Agreement Level:	Level 5
Position no:	RCS10

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

- Facilitate delivery of the Integrating Planning and Reporting Framework and monitor its ongoing development to maximise the capacity of the organisation to meet the needs of the community and achieve integrated outcomes
- Facilitate and provide support for organisational development through Service Review Improvement Program and other programs as determined by the Executive Leadership Team
- Deliver corporate reporting which shows organisational performance against operational and strategic goals

1.2 Community strategic goals



Key Result Area 1: Valuing, protecting and enhancing the natural environment

Key Result Area 2: Welcoming, inclusive and healthy communities

Key Result Area 3: Ensuring sustainable development

Key Result Area 4: Vibrant and diverse economy

Key Result Area 5: Effective leadership and governance

1.3 Key functions and duties

Key functions	Specific duties	% Time
Organisational planning	<ul style="list-style-type: none"> Facilitate delivery of the Integrating Planning and Reporting (IPR) Framework and monitor its ongoing development through engagement with the Executive Leadership and Senior Leadership Teams. Complete regular reviews of corporate documents in line with statutory timeframes and best practice, which comprise the IPR Framework. Coordinate annual organisational planning processes with an iterative improvement approach for service planning, customer experience and performance monitoring across the organisation. Support the planning and delivering of annual strategic planning and prioritisation sessions with Council and the Senior Leadership team. Analyse community sentiment, social trends, regional programs, and policy to support organisational planning. Support specialist officers as needed on the development of issue specific policy, plans and strategies to ensure integration. Create and capture corporate records relating to this position. 	50
Organisational performance	<ul style="list-style-type: none"> Provide quarterly and annual corporate reporting which shows organisational performance against operational and strategic goals. Facilitate the Service Review and Improvement Program through regular engagement with the Senior Leadership Team. Foster insights around customer experience which supports planning and improvement across all levels of the organisation. Provide support for three yearly facilitation of a Shire wide Community Perception Survey/Community Scorecard, and a Shire response on the results. Provide support for four yearly assessments against the Australian Business Excellence Framework. Provide support for organisational development plans and programs as determined by the Executive Leadership Team. 	50

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

- 2.1 [Authorisations Register - Authorisations to sign documents](#)

3. Relationships

3.1 Responsible to

Manager Corporate Performance

3.2 Responsible for

NA

3.3 Internal Stakeholders

Executive Leadership Team

Managers

Shire Staff

Councillors

3.4 External Stakeholders

Community Members and Groups

Federal and State Ministers and Departments

Consultants and other professionals

Associations of Local Government

Local Governments

Other Local Government officers

4. Position Selection Criteria

4.1 Position essentials

Demonstrated experience in the development and implementation of organisational-wide corporate planning and performance frameworks.

Diploma in business management (or related discipline) or working knowledge of integrated planning frameworks and performance management systems.

Demonstrated strategic thinking and planning skills.

Developed personal communication, relationship development, facilitation, and presentation skills.

Experience in analysing and presenting performance information through written reports and/or delivery of presentations.

Successful experience in managing projects on time and on budget.

Demonstrated experience with Microsoft Office and database administration.

4.2 Position desirables

Knowledge of local government integrated planning requirements and statutory obligations.

Tertiary qualification in business management or related discipline.

Experience with reporting software system and data management relating to business planning and performance.

Demonstrated knowledge of using IAP2 in the planning and/or delivery of community engagement, community education, capacity building or communications.

5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: