

Position Description

Position Title:	Corporate Planner
Business Unit:	Media & Communications
Department:	Communications & Customer Service
Directorate:	Corporate Services
Classification:	Band 7
Date:	April 2022
Reports to:	Executive Manager Communications & Customer Service
Supervises:	Nil
Internal Liaison:	All employees, management and Councillors
External Liaison:	State Govt representatives, other Council colleagues, members of the public, community groups

1. Position Objectives

The primary objectives of the position are to:

- Coordinate the production of Council's key strategic planning and reporting documents including the Council Plan incorporating the Health and Wellbeing Plan, Annual Plan, department business plans and Annual Report.
- Coordinate the collation and submission of material for adherence to all legislative planning and reporting requirements, including the Local Government Performance Reporting Framework.
- Oversee the consultation and deliberative engagement processes required for these key Council documents.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but are not limited to:

Council Plan

- Coordinate the development of Council's 4-year Council Plan, incorporating the Municipal Public Health and Wellbeing Plan
- Ensure all legislative timelines and requirements are met, including advertisements
- Lead the strategic development and review of the Council Plan annually
- Manage the design, printing and electronic publication of the Council Plan
- Develop and implement consultation and feedback mechanisms.

Local Government Performance Reporting (LGPRF)

- Coordinate Council's collation of data under the state-wide Local Government Performance Reporting Framework
- Stay up to date with news and/or changes in relation to the framework and reporting requirements
- Ensure all data is submitted on time and to a quality standard
- Coordinate requirements and reports for auditing purposes.

Corporate and Business Plan Annual Program

- Facilitate the development of Council's business unit plans with managers across the organisation
- Prepare and maintain an annual corporate planning and reporting timetable
- Send timely reminders for business units to report against these timelines
- Prepare and deliver a business planning training program, incorporating the necessary support materials
- Manage the organisation-wide business planning process to ensure each Business Unit has a current business plan

Corporate Reporting

- Compile and edit the quarterly Organisational Performance report on progress of Council Plan targets for Council.
- Annually review the organisational KPIs which all business units report on.
- Compile and present the quarterly report to the Executive Management Team.
- Coordinate the production of Council's Annual Report, including collating all material, editing, assisting with the design, printing, and publication of the Report by deadline, and formal presentation to Council.

Corporate Planning and Reporting Systems Support

- Maintain and manage the administration of an online corporate planning and reporting system
- Provide training to new staff in the operation of the system for reporting requirements

Strategic Planning

- Provide overall strategic management of Council's Integrated Planning Framework, which links the Community Vision, Council Plan, Municipal Public Health and Wellbeing Plan, plus other plans, and strategies across the organisation
- Develop and implement a regular review process for these plans
- Coordinate the ongoing promotion of the Community Vision to key stakeholders, and develop a process for reporting on key initiatives undertaken towards achieving the vision
- Represent the role and Media and Communications team and provide specialist advice on key internal committees as appropriate.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- The delivery of a comprehensive range of information and support to the municipality within corporate guidelines, agreed timeframes service standards, policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and activities undertaken in this regard may have a significant effect on the organisation and the way internal and external bodies view Council as a whole.
- Responsibility for input to the development of policy options and strategic plans relating to Media and Communications will be of an investigative, analytical, or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed
- Liaising effectively with both internal and external stakeholders to achieve departmental goals and set objectives of the position, providing specialist advice to or regulating clients, with the freedom to act being subject to professional and regulatory review. The impact of decisions made, or advice given that may have a substantial impact on individual clients or classes of clients.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- Application of effective problem solving and conflict resolution skills in a wide variety of situations, with capacity to make independent decisions that are based on specialised knowledge, applying methods, procedures and processes developed from theory or precedent to the key responsibilities of the position.
- Ability to respond positively to unplanned issues and report major problems and issues that arise outside the decision-making parameters of position requirements to the Executive Manager Communications and Customer Service.
- The incumbent's decisions will have a significant effect on the department or other business units, and guidance is available from the Executive Manager Communications and Customer Service.
- Decisions relating to significant expenditure require the approval of the Executive Manager Communications and Customer Service.
- Where responsible for policy or strategy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.
- Guidance is not always available within the organisation.

5. Specialist Skills and Knowledge

The essential position requirements include:

- A sound understanding of the long-term goals of the wider organisation and of its values and aspirations, as well as of the legal, and political context in which Council operates, and is required to manage the demands of internal and external stakeholders to achieve the key objectives and goals of the position.
- Proficiency in the application of strategy and planning disciplines, in the search for solutions to new problems and opportunities.
- Advanced skills in the use of MS Office Suite of products.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities, and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Demonstrated ability to work as an effective team member, and work independently
- Self-motivation with the ability to work within minimal supervision.
- Excellent customer service skills, including the ability to handle confidential information and situations in a sensitive manner.
- Ability to gain cooperation and assistance from clients, members of the public and other employees as well as relate to and establish working relationships with senior management and staff at all levels in the administration of broadly defined activities.
- Ability to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.
- Ability to write clear, concise, and well-structured reports to the relevant audience.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- Relevant tertiary qualifications coupled with significant subsequent relevant experience. Relevant experience, knowledge and skills should include:
 - Demonstrated ability to engage, inspire and motivate a range of stakeholders and staff in the development of Corporate Planning activities
 - Demonstrated highly developed analytical and investigative skills enabling the formulation of visionary Business Planning process options from within a broad organisation-wide framework
 - Demonstrated sensitivity and confidentiality in the handling of information
 - Demonstrated advisory capacity regarding consultation methods with stakeholders and special interest groups.
 - Demonstrated understanding of the vision and long-term goals of the City of Greater Dandenong and of its values and aspirations and of the complex and varied legal and political context in which it operates.
- Excellent verbal and written communications skills
- Demonstrated knowledge and proficiency in a range of MS Office applications and other relevant programs / systems.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Kylie Sprague	Signature:	
Date:	April 2022		

Manager:

Name:	Kylie Sprague	Signature:	
Date:	April 2022		

Director:

Name:	Kylie Sprague	Signature:	
Date:	April 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Kylie Sprague

Signature

Date ___/___/___

Cognitive Demand	Yes	No
Regular communicating with team/work mates	X	
Regular communicating with others	X	
Verbal instruction and supervision of others		X
High concentration	X	
Planning and problem solving	X	
Job/task organisation	X	
Short-term memory	X	
Long-term memory	X	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committee employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.