



## POSITION DESCRIPTION

Position Title:	Corporate Strategy Officer
Directorate:	Environment and Economic Development
Branch:	Director
Salary Grade:	6
Status of Position:	Fulltime
Hours of Work per week	35

## POSITION REPORTS TO:

Director of Environment and Economic Development

## PRIMARY PURPOSE OF THE POSITION:

This position assists in the servicing of Council responsibility for coordinating the delivery of Council's Integrated Planning and Reporting, insurances, leases, delegations and registers. This position will also be required to assist in the review of legislation associated with Council's policies, coordinate and prepare submissions and undertake special projects as required.,

## KEY ACCOUNTABILITIES:

- Coordinate the development and implementation of the organisational policies, Integrated Planning and Reporting requirements, codes and registers
- Liaising closely with Council's internal business units to gather all pertinent information required for completing the Integrated Planning and Reporting, Annual Report and Community Strategic Plan requirements for Council
- Provide contemporary relevant governance advice and awareness
- Undertake basic research and analysis in assigned areas and contribute to the preparation of briefs and reports to support informed decision making and planning
- Communicate with relevant stakeholders to provide updates regarding status and implementation issues
- To coordinate and/or develop grant applications and be responsible for ensuring that the appropriate monitoring of project milestones are being met, all reporting progress to funding bodies and ensuring that grants are acquitted in a timely manner
- Management and updating of Councils delegations database
- Management of Council's leases and ensure these are managed in accordance with the required legislation and policies
- Manage Council's insurance requirements and responsibilities and in particular Councils Public Liability and Motor Vehicle claims and ensure this area is managed in accordance with expectations and that those key business relationships are managed and maintained satisfactorily
- Maintain and update administrative practices, systems and procedures to improve efficiency and service delivery
- Provide high level computer support including advanced level application of Office software, format documents, and creation of spreadsheets and databases
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014



## KEY CHALLENGES:

- Delivering multiple activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities and the need to maintain confidentiality and act with discretion
- Keeping abreast of changes in reporting formats, requirements and ensuring that this is communicated to relevant stakeholders.

## KEY RELATIONSHIPS:

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans</li> </ul>
Director	<ul style="list-style-type: none"> <li>• Provides overall management of the Directorate</li> </ul>
Other council employees	<ul style="list-style-type: none"> <li>• Manage expectations and provide services, coordinates the receiving of information and disseminates information to meet requirements</li> </ul>
<b>External</b>	
Local Businesses Professional Organisations Public Authorities Government Officers Staff of other councils	<ul style="list-style-type: none"> <li>• Manage the flow of information; seek clarification and provide advice and responses; respond to queries, identify needs, communicate services and redirect, escalate or resolve issues</li> <li>• Develop and maintain effective working relationships and open channels of communication</li> </ul>

## RECRUITMENT SELECTION CRITERIA





### ESSENTIAL

1. Appropriate relevant qualifications in business or demonstrated equivalent combination of relevant experience and/or education and training
2. Well developed understanding of Local Government Reporting requirements
3. Demonstrated ability to produce high quality documentation such as submissions, briefing papers, reports and grant applications
4. Well developed written and oral communication skills and the ability to make presentations
5. Well developed administrative and project management skills
6. Advanced computer skills particularly in Microsoft Office suite of programs including Excel and Word
7. Well-developed relationship building skills with a professional, approachable and accommodating attitude to internal and external clients
8. Demonstrated ability in organisational and coordination skills to meet deadlines and sound time management skills, including the ability to prioritise and handle multiple tasks
9. The ability to think independently and work unsupervised where required
10. Excellent problem solving skills
11. A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Workplace Health and Safety and an ability to apply them to the work practices

### DESIRABLE

1. Basic Understanding of Local Government Act

## KEY CAPABILITIES:

Capability Group	Capability Name	Level
	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>



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Group and Capability	Level	Behavioural Indicators
Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>• Focus on key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>
<b>Work Collaboratively</b>	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Plan & Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/unit objectives and align operational activities accordingly</li> <li>• Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>