

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Integrated Planning & Reporting Manager
Division:	Chief Finance Office
Unit:	Business Planning & Performance
Management Level:	Section Unit Manager

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Business Planning & Performance Manager

Titles of Positions which report to this are:

Business Planning Officer

Contractors for which this position is responsible:

Contractors may report to this position on a day to day basis

3. PRIMARY PURPOSE OF POSITION

The City takes pride in its commitment and capacity to implement the outcomes articulated in Sustainable Sydney 2030.

The Integrated Planner & Reporting Manager will lead the ongoing refinement of our unified strategy and planning documents in line with the requirements of the NSW Integrated Planning and Reporting Framework.

The role will facilitate the development and reporting of appropriate business plans and performance measures for the organisation encompassing Sustainable Sydney 2030, related strategies, so that progress towards achieving the strategies, outcomes, projects, activities and targets can be reliably measured, monitored and articulated to Council, Executive and interested stakeholders.

The role will also contribute to the development and implementation of organisational wide strategy management processes, and liaise with the strategy development units to coordinate a consistent strategy development and monitoring cycle, linked with the integrated planning and reporting cycle, framework and systems.

Success in this role will require a professional with the highest calibre of corporate planning expertise, communication skills and the capacity to

effectively collaborate and partner with the Executive, senior managers, and a range of other internal and external stakeholders.

4. POSITION OBJECTIVES

The major objectives to be achieved by the incumbent are;

- Engage with the Executive and Unit Managers, and foster collaborative cross-functional partnerships across the organisation, to assist in the overall development and prioritisation of the organisation's strategies, improve performance and progress achievement of the targets within the Community Strategic Plan Sustainable Sydney 2030, and each of the City's corporate strategies and plans.
- Plan and project manage the delivery of the City's annual Integrated Planning & Reporting suite of documents and reports including the Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan, six monthly, End of Term and Annual Reports.
- Develop effective corporate relationships across the industry to research and develop best practice statutory, corporate and business planning processes, benchmarking and sustainability reporting for integration within the City's corporate governance and decision making framework.
- Lead the development of the City's Delivery Program and annual Operational Plan, to align with the Council's term of office to enable the City to achieve its longer term objectives and strategies.
- Assist in the development and implementation and ongoing management of organisational wide strategy management processes, including templates, processes, guides, training and reporting systems.
- Advise and direct managers responsible for strategy development to ensure there is a consistent strategy development and monitoring approach, referencing the City's Integrated Planning and Reporting framework.
- Assess new major strategic documents to ensure appropriate levels of integration is maintained across the tiers of corporate planning and reporting within the City.
- Monitor, maintain and provide reports on a strategy register that provides an overview of the status of new and existing City strategies.
- Coordinate the annual business planning and reporting process across the organisation to ensure business units plan and report on their performance.
- Promote a performance measurement culture within the organisation through corporate planning and reporting activities.
- Facilitate the development of appropriate performance and community wide indicators to drive continuous improvement towards the strategic outcomes, projects, activities and targets identified within each plan.

- Identify opportunities for service, value and strategic change improvements.
- Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

The major accountabilities of the incumbent include:

- Manage the Integrated Planning and Reporting requirements for the City, including the development and coordination of the Delivery Program, Resourcing Strategy and Operational Plan.
- Work in close liaison with internal strategy development business teams in the development and review of the Community Strategic Plan.
- Manage periodic reviews of the City's Integrated Planning and Reporting documents to seek improvements in the process and assist with the development and preparation of required amendments.
- Manage and enhance the quarterly and annual reporting process to track progress against the outcomes, projects, activities and targets identified within the various elements of the City's corporate plans.
- Manage the operation and ongoing enhancement of the Council's corporate performance measurement system.
- Devise and implement systems and tools that enhance strategy development, implementation, monitoring and reporting ensuring integration with the Integrated Planning and Reporting framework and systems.
- Coordinate the annual development of Business Unit Plans and reporting across the organisation to drive operational performance outcomes.
- Contribute to the development of business intelligence programs relating to corporate performance.
- Mentor managers in the areas of business planning, analysis and reporting to enhance their performance potential and achieve their objectives via the training and development of staff.
- Engage and foster a business partnership relationship with Directors and senior managers to improve short and long term business planning and reporting.
- Contribute to business performance improvement programs of the City's operations to drive and support continuous improvement within the organisation.

- Participate with multi-disciplinary work teams on special projects that may arise such as community indicators, benchmarking surveys and studies, and risk management evaluations.
- Prepare or contribute to the development of relevant guidelines and/or policy submissions.
- Actively participate and contribute to Capital City and other local government benchmarking and knowledge sharing projects.
- Research and identify best practice initiatives in corporate planning, and where appropriate, recommend their implementation by the City.
- Operate within a busy and changing environment, and meet strict business deadlines.
- Adhere to, and ensure compliance, with all relevant Council policy and statutory reporting requirements.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. LEADERSHIP AND MANAGEMENT CAPABILITY FRAMEWORK

The Integrated Planning and Reporting Manager, is expected to demonstrate the following capabilities in line with the City's Leadership and Management Capability Framework:

- Operates strategically – Develops clear plans to implement the strategy. Aligns resources, people, systems and processes to meet priority objectives. Redirects resources and efforts to meet changing priorities.
- Develops people and culture – Focuses on people's strengths. Proactively manages current and future workplace needs. Actively recognises behaviour that delivers results and demonstrates our values. Instils a sense of urgency around addressing and resolving individual and team performance issues.
- Drives results – Defines team and individual outcomes by understanding the needs of customers. Regularly monitors and evaluates progress with early correction to ensure quality outcomes. Drives accountability and continuous improvement by implementing effective reporting and improvement mechanisms across the team.
- Displays awareness of self and others – Regularly seeks feedback from a range of stakeholders. Takes the time to explore the nature of the feedback and responds constructively. Sets out the broad principles for decision making.
- Cultivates productive relationships – actively encourages consultation and teamwork. Works with key stakeholders to proactively address issues and identify opportunities to improve team performance and service to customers.

- Manages effectively – apply financial and resource management processes to achieve value for money and minimise financial risk. Apply procurement processes to ensure effective purchasing and contract performance. Apply risk management processes to mitigate risk and manage compliance obligations. Use available technologies to maximise efficiencies and effectiveness and manage business information to support decision making. Apply effective project planning, coordination and control methods.

7. WORK, HEALTH & SAFETY RESPONSIBILITIES

Section Unit Managers must actively participate in all aspects of the Safety Management System (SMS). Section Unit Managers have the following responsibility, authority and accountability:

- Implement risk management activities and have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Actively promote consultation, WHS training and access to information to ensure safe work procedures are understood and followed
- Manage, implement and advise workers when changes have been made in the workplace (i.e. systems of work, risk assessments)
- Report hazards and any work-related injuries/illness as soon as practicable; take reasonable care; and take immediate steps to investigate and rectify any risk to health, safety and welfare.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

8. AUTHORITY TO ACT

The Integrated Planning & Reporting Manager has a high degree of autonomy to liaise with the Executive and senior managers within Council, and to represent the City in respect of the Integrated Planning and Reporting function with relevant external parties.

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

9. SELECTION CRITERIA

Essential Criteria

- Relevant professional tertiary qualifications in commerce, business or strategic planning related fields (or equivalent).
- Extensive experience in strategic, corporate or business planning and analysis.
- Experience in the development and implementation of new strategic frameworks.
- Demonstrated high level experience in partnering internal business managers in a large and complex organisation to implement and achieve strategic business outcomes.
- Highly developed written and verbal presentation skills to communicate effectively and influence outcomes with people at all levels.
- Demonstrated appreciation of the internal and external political, environmental, social, and legislative factors that determine the planning and performance outcomes of a dynamic and consultative organisation.
- Highly developed skills to analyse, report and interpret financial and non-financial data.
- Experience with the development and management of corporate planning and performance reporting systems.
- Demonstrated project management skills to achieve work goals to meet planned targets, deadlines and commitments.
- Experience in conducting research independently, and preparing succinct, accurate and timely reports of a high quality.
- Experience in team facilitation to achieve prompt and achievable outcomes.
- Commitment to working in a dynamic and challenging work environment.
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Post graduate qualification in business, commerce or similar discipline.
- Experience and understanding of local government management and legislative reporting requirements.
- Understanding and experience of the requirements for NSW Integrated Planning and Reporting or similar frameworks.
- A practical knowledge of business improvement methodologies, including workflow and business process re-engineering.
- An appreciation of corporate governance principles.