

Position Description (Employee)

Business Planning Officer

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| Division | Chief Finance Office |
| Grade/Band | 5 |
| Position Number | DF3002 |
| Date position description approved | 4 January 2018 |

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The primary purpose of this position is to assist the Business Planning and Performance team to deliver business planning, integrated planning and performance reporting requirements for the City.

This role is responsible for the efficient operation of the City’s corporate performance activities so that progress towards achieving strategies, outcomes, projects and targets can be reliably measured, monitored and reported to interested stakeholders.

This position provides advice and guidance on the development of performance measures and targets for business plans, business performance reporting, strategies and integrating planning and reporting requirements across the City.

The role will also assist in the process of embedding strategy action plans into business plans to enable strategy monitoring and reporting.

Key accountabilities

1. Manage the daily operation of the corporate performance management system to ensure the data is accurate and robust, train users, respond to user enquiries and identify process improvements.
2. Liaise with managers and key business support staff to improve reporting and measurement content in the corporate performance management system and in other strategies, plans and other systems.
3. Assist with the development and coordination of the City's Delivery Program, Resourcing Strategy, Operational Plan and annual business unit plans to identify and report on key projects, programs and services across the City.
4. Support the quarterly reporting process to track progress against the outcomes, projects, activities and targets identified within the City's corporate plans to deliver quality, timely information for the community.
5. Assist in the delivery of an Executive Dashboard and wider business intelligence program using financial and non-financial performance data, to deliver key business insights.
6. Project manage and deliver the City's Annual Report to ensure compliance with applicable legislative requirements.
7. Conduct analysis and prepare reports in an accurate and timely manner to identify trends, issues and improvement opportunities within the corporate planning activities.
8. Adhere to, and ensure compliance with all relevant Council policy and statutory reporting requirements.

Key challenges

Manage competing priorities and reporting requirements to ensure work is completed accurately and within required timeframes.

Build relationships with internal customers / stakeholders to encourage compliance, address training issues and provide support to promote performance improvement and ensure service delivery.

Work with managers to continuously improve planning and reporting processes whilst managing business as usual workload and tight deadlines.

Key relationships

| Who | Why |
|---|--|
| Internal | |
| Manager | <ul style="list-style-type: none">• Work closely together to manage workload and scheduling of planning and reporting activities• Provide advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions |
| Organisational stakeholders (all Divisions) | <ul style="list-style-type: none">• Provide training, user support and guidance for the corporate performance planning system• Provide advice and coordinate corporate planning and reporting processes.• Liaise and coordinate processes to develop annual report |

| Who | Why |
|---|---|
| Chief Financial Office Teams | <ul style="list-style-type: none"> • Liaise on system issues and improvements. • Liaise on corporate planning and reporting processes |
| External | |
| Vendors/Service Providers and Consultants | <ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues. |

Key dimensions

Decision making

This position will work independently under the broad supervision of the Integrated Planning and Reporting Manager. This position will ensure effective management reporting; effective administration; and efficient flow of information and operations within the unit. Actions undertaken by the incumbent are subject to the limitations of Council's corporate policies, procedures and safe work method statements and will include: liaison with other businesses and units; determining work priorities; resolving problems; developing and implementing procedures and policies.

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.

Reports to

Integrated Planning & Reporting Manager

Estimated number of indirect reports

0

Knowledge & Skills

1. Extensive experience in business support roles in strategic, corporate or business planning and reporting with demonstrated time management skills, strong attention to detail and ability to meet deadlines.
2. Demonstrated experience in establishing and maintaining good working relationships, including partnering with internal business managers in a large and complex organisation to implement and achieve strategic outcomes.
3. Experience in maintaining information systems, databases, or complex spreadsheets with strong attention to detail.
4. Demonstrated experience in analysing, interpreting and reporting financial and non-financial data.
5. Advanced written communication skills and verbal presentation skills to communicate effectively and influence outcomes with people at all levels.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

| Capability Group | Capability Name | Level |
|---------------------|--|---------------------|
| Personal attributes | Act with Integrity and Courage | Intermediate |
| | Demonstrate Accountability | Adept |
| | Manage Self | Adept |
| | Display Resilience and Adaptability | Adept |
| Relationships | Work Collaboratively | Advanced |
| | Communicate and Engage Respectfully | Adept |
| | Community and Customer Focus | Adept |
| | Influence and Negotiate | Intermediate |
| Results | Deliver Quality Results | Intermediate |
| | Create and Innovate | Intermediate |
| | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Adept |
| Resources | Financial Integrity | Intermediate |
| | Technology and Information | Adept |
| | Assets and Tools | Intermediate |
| | Procurement and Contracts | Intermediate |

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that to be meet at least at a satisfactory level for a candidate to be suitable for appoint met.

| Group and Capability | Level | Behavioural Indicators |
|---|-------|---|
| Personal Attributes Demonstrate Accountability | Adept | <ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace |

| Group and Capability | Level | Behavioural Indicators |
|---|--------------|---|
| Personal Attributes Manage Self | Adept | <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance |
| Relationships Work Collaboratively | Advanced | <ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds |
| Relationships Communicate and Engage Respectfully | Adept | <ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats |
| Relationships Community and Customer Focus | Adept | <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services |
| Results Deliver Quality Results | Intermediate | <ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget |
| Results Plan and Prioritise | Advanced | <ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management |

| Group and Capability | Level | Behavioural Indicators |
|--|-------|---|
| Results Think and Solve Problems | Adept | <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness |
| Resources Technology and Information | Adept | <ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements |