

Position Description

POSITION TITLE:	Corporate Planning Analyst
POSITION NO:	2153
DIRECTORATE:	Corporate Services
DEPARTMENT:	People, Culture & Performance
SECTION:	Corporate Planning & Reporting
CLASSIFICATION:	Band 6
LOCATION:	CPACH
DATE:	April 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Corporate Planning and Performance
Supervises:	Nil.
Internal Liaisons:	All Council employees.
External Liaisons:	Local Government Victoria Victorian Auditors General's Office Other Local Governments and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

The role of the Corporate Planning Analyst plays a key role in delivering data-driven insights and strategic recommendations to inform organisational decision-making. This position is responsible for analysing business performance, identifying trends, and developing evidence-based actionable strategies and improvements that align with organisational goals. .

DUTIES AND RESPONSIBILITIES

- In collaboration with the Coordinator Corporate Planning and Performance assist in designing and delivering service and performance usage data analysis, including detecting trends and changes over time.
- Develop and continually refine centralised forecasting, growth and service planning data.
- Analysis and use of internal data sets for service planning and performance purposes.

- Work collaboratively with relevant staff across the organisation to understand their data needs and design recommendations that improve their service.
- Assist in the preparation of high level briefing papers to be used by Council to inform service delivery decisions.
- Support the development, monitoring and implementation of annual service and business plans.
- Provide service use and performance research, analysis and advice to staff across the organisation
- Identify, analyse and document business processes to enhance service delivery and systems used by Council.
- Design and map processes, training plans, communication plans and change management plans for new and existing processes and initiatives
- Operate within a structured service review framework to improve service efficiency, effectiveness and usability
- Undertake analysis into trends, patterns, and exceptions in data and use this information to provide recommendations to the business to enhance performance
- Provide input into project scope, development and implementation, as they affect service delivery and performance.
- Provide guidance and advice on the establishment and documenting of clear procedures and processes and further identify and implement process and service improvements

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Developed writing skills to prepare management reports and recommendations.
- Excellent written and oral communication skills and the ability to explain data for a range of audiences using a variety of formats.
- Ability to research and analyse information and prepare concise reports and recommendations.
- Proficiency in the application of service and corporate planning theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of the long term, goals and aspirations of the team and the wider organisation
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.
- Ability to identify and make recommendations on matters of a complex nature.
- Ability to work independently and within a team setting

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

Position Description

Mandatory:

- Degree or diploma in a business related discipline with several years' relevant experience or lesser formal qualification with extensive experience.
- Demonstrated experience in strategic planning, forecasting and analytics.
- Demonstrated experience in change management practices
- Demonstrated experience in process mapping and process improvement

Desirable:

- Experience in Local Government or Public Sector environment is desirable

Demonstrated experience in communication and engagement with a wide variety of stakeholders, internal and external

KEY SELECTION CRITERIA

- Degree or diploma in a business related discipline with several years' relevant experience or lesser formal qualification with extensive experience.
- Demonstrated skills in the analysis of service data to produce concise and useful reports
- Proven ability to analyse, interpret, and develop complex datasets to derive evidence-based actionable recommendations and support data-driven decision-making
- Excellent analytical, strategic thinking and problem solving skills
- Strong, relevant computer literacy in Microsoft Office and databases.
- Well-developed interpersonal and communication skills both verbal and written, with the ability to deal with a diverse range of stakeholders.
- Experience in Local Government or Public Sector environment is desirable.
- Demonstrated experience in change management practices
- Demonstrated experience in process mapping and process improvement

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: