

Our organisation values Courage, Accountability, Safety, Team Work, and Honesty in all we do

<b>Position Title:</b>	IPR & Executive Office Coordinator	<b>Department:</b>	Executive
<b>Reports to:</b>	General Manager & Integrated Planning and Reporting Manager		
<b>Subordinate Positions:</b>	Nil		
<b>Classification:</b>	Band 2 Level 2 Grade 12 Step 1 \$1,238.80 – Step 3 \$1,331.80	<b>Additional Benefits:</b>	9.5 % Superannuation Uniform Allowance Rostered Day Off
<b>Basis of Employment:</b>	Permanent Full Time 35 hours per week	<b>Location:</b>	Max Centre 30 Heber Street Moree NSW 2400
<b>Employment Condition:</b>	Local Government (State) Award 2017	<b>Vacancy Ref:</b>	

#### POSITION OBJECTIVE

To provide high level support for the General Manager, assist the General Manager in the discharge of their statutory responsibilities and to work in partnership with others to achieve annual goals, programs and projects of the Office of the General Manager.

To assist in the development and delivery of strategic and corporate plans and undertake reporting in line with Council's integrated planning and reporting ("IPR") responsibilities.

To engage stakeholders in the delivery of IPR responsibilities, including the development and maintenance of strong working relationships across departmental boundaries.

To administer and champion the use of software systems that support effective planning, reporting and continuous improvement.

#### ACCOUNTABILITIES

- Assist in ensuring compliance by the General Manager of their statutory duties.
- Provision of high level support to the General Manager in respect of matters concerning his/her Office.
- Assist in ensuring compliance of Council's requirements under IPR legislation, including the development, production and delivery of the Community Strategic Plan, Delivery Program, Operational Plan, and end of term, annual, six monthly, quarterly and other reporting activities as required.
- Undertake internal and external stakeholder engagement, contributing to and delivering against holistic stakeholder engagement plans.
- Champion and administer the organisation's planning, reporting and continuous improvement software, including user engagement and support.

## OBLIGATIONS TO THE ORGANISATION

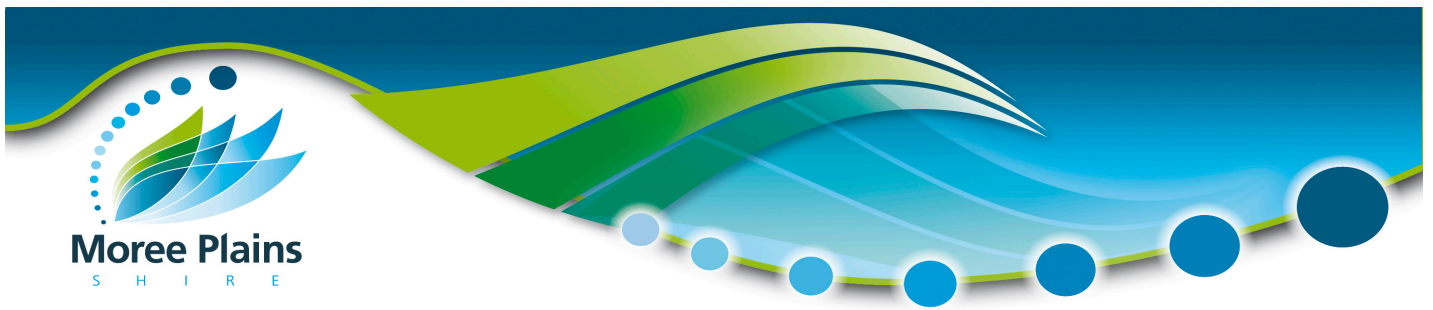
You are required to cooperate with Council in order to comply with the legislative framework which Council operates under. This includes the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993. You are required to comply with Council's policies.

### Of specific significance to this role:

- Local Government Act 1993
- Integrated Planning & Reporting Framework

## DUTIES

- Assist the General Manager in discharging their duties as prescribed under the *Local Government Act* in relation to the administration of council elections, save and except for the election of the Mayor and Deputy Mayor.
- Assist the General Manager in implementing actions and tasks associated with the Office of the General Manager as identified in the Operational Plan and Council's Fit for the Future Improvement Plan.
- Be the first point of contact for Council's involvement in the North West Country University Centre ("NW CUC") and provide Company Secretarial services to the entity operating the NW CUC
- Liaise with Council's solicitors regarding significant legal matters of Moree Plains Shire Council.
- Liaise with, and implement the advice of, Council's media specialists regarding significant legal matters.
- Coordinate, and as necessary, prepare submissions by Council to state and federal government inquiries.
- Whilst Council's Mayor is the Chair of the Country Mayor's Association, assist in the preparation of Business Papers, attend meetings of Country Mayor's Association (upon request), draft and finalise correspondence on behalf of the Chair of the Country Mayor's Association and undertake any other task related to such meetings as reasonably requested by the Mayor.
- Coordinate Councils input into legislative reform processes including Council responses to government white papers.
- Facilitating development, implementation, monitoring and reporting of Council's IPR Framework in accordance with the legislative framework, including:
  - Providing support in the development of the Community Strategic Plan
  - Providing support in reviewing and implementing the Community Engagement Strategy for IPR activities and other engagement activities carried out by Council
  - Support the IPR Manager in developing the Delivery Program in consultation with the senior management team and Councillors
  - Work with internal stakeholders to review the Operational Plan and Budget on annual basis including performance targets for each activity.



- Provide assistance to reporting officers on a quarterly basis to ensure collection of accurate, high quality and timely information to decision-makers in relation to progress in implementing the Operational Plan and Budget.
  - Identify and ensure that sensitive or controversial issues are flagged for the attention of the IPR Manager.
  - Provide administrative support to the IPR Manager including preparing accessible, timely, high quality documents for presentation to internal and external stakeholders.
  - Assist in the preparation of IPR reports including end of term, annual, six monthly, quarterly and other reports including any related reports to Council or Committees of Council.
  - Upon request of the IPR Manager, present IPR reports (in respect of new IPR documentation or progress reports) to senior management and Council.
  - Keep abreast of emerging issues and opportunities that could impact on Council and Moree Plains Shire in relation to the internal performance systems and processes and devising appropriate strategies and action plans to support the senior staff in the execution of their responsibilities.
  - Assist in the preparation of the Half Yearly Report to the Community every six months.
- Administer and maintain the organisations reporting software (MagiQ Planner).
  - Provide systems administration for performance planning software including liaison with software providers.
  - Continue to implement relevant performance management and reporting systems (e.g. management dashboards) and business analytics processes to track corporate performance and strategy implementation.
  - Undertake any other special projects and tasks as reasonably requested by the General Manager & IPR Manager.

## SELECTION CRITERIA

### Essential Criteria

- Tertiary level qualifications at Bachelor Degree Level in Communications, Business, Commerce, Public Administration or an equivalent combination of extensive industry experience and education/training relevant to the inherent requirements of the role.
- Working knowledge and understanding of strategic planning, performance management, business plans and of the Integrated Planning and Reporting Framework and its reporting requirements under the *Local Government Act*.
- Demonstrated experience in the development and production of corporate documents and reports, including the research, creation, review, design and delivery of major publications.
- Established interpersonal and communication skills, including a proven ability to interact effectively with a diverse range of stakeholders to achieve desired outcomes and provide clear, accurate and authoritative advice, research, reports and recommendations.
- Refined organisational skills, with a proven ability to manage competing priorities whilst meeting deadlines.
- Proven ability to work productively both autonomously and as a member of a team and contribute to team goals.
- Proven investigative, analytical and problem solving skills with the ability to develop innovative approaches to resolve operational challenges.
- Highly developed computer skills, with demonstrated ability to administer and use specialist software systems, including the development of user support and training materials and delivery of training.

### Common Criteria

- Hold a WHS General Construction Induction Card.
- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required and supply a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).

### Desirable Criteria

- Current Class C Drivers Licence.
- Specialist knowledge and skills in interpreting legislation relating to Local Government Operations.

### **Please note:**

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of Council are required to hold a WHS General Construction Induction Card and have a current Unique Student Identifier (USI) code.*

## AUTHORISATION

**Developed by:**

Libby Carter  
**Integrated Planning and Reporting Manager**

**Date: April 2019**

**Authorised by:**

Lester Rodgers  
**General Manager**

**Date: April 2019**