

## Position Description

<b>Position title:</b>	<b>Corporate Planner</b>
<b>Directorate:</b>	Strategy and Engagement
<b>Service Unit:</b>	Community, Strategy and Innovation
<b>Reports to:</b>	Corporate Planning and Performance Manager
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	16
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue, Newcastle CBD
<b>Date revised:</b>	January 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Community, Strategy and Innovation?

The Community, Strategy and Innovation (CSI) unit provides internal services to enable plans, activities and services to be developed, monitored, delivered and reported. CSI also works externally across other levels of government promoting Newcastle, advocating for our community, driving innovation, economic opportunities and furthering wellbeing.

CSI prepares strategy for Newcastle people, business and environment, has impact in the city by leveraging technology, supporting business, start-ups and creatives and works at a community level to reduce inequality, promote inclusion and support cultural expression.

Our vision is to deliver on the Newcastle 2030 Community Strategic Plan and CN's adopted Delivery Program and Operational Plan through:

- Corporate strategy and analytics for the organisation;
- Economic development across the Greater Newcastle Metropolitan area, promoting investment, viable business conditions and jobs growth;
- Innovation to improve our Newcastle lifestyle and attract investment and jobs;

- Development of government and key stakeholder relations, collaborations and partnerships to promote Newcastle;
- Social planning and community development, including advocacy for and on behalf of our community to resolve local issues and
- Sustainability and mitigation strategies for energy innovation, efficiency and emission reductions.

**What's the focus of this position?**

The Corporate Planner will facilitate and implement CN's Corporate Strategy and provide hands on expertise towards City of Newcastle's integrated planning and reporting framework.

A key challenge of this role will be leading the corporate planning activities to set and track business objectives, KPI's, performance metrics and delivery of corporate reporting requirements.

**What you'll be doing:**

- Implement, communicate and monitor performance of City of Newcastle's community strategic plan and related strategies, processes and reporting.
- Provide strategic stakeholder engagement utilising effective strategy formulation techniques to improve corporate planning, reporting systems, processes and decision making supporting best practice Corporate planning and reporting.
- Develop and write in consultation with identified stakeholders, key corporate documents required under the Integrated Planning and Reporting framework including the Community Strategic Plan, Delivery Plan, Operation Plan and Annual Report.
- Promote organisational understanding of, and commitment to, City of Newcastle's Integrated Planning and Reporting processes.
- Analyse and implement legislative requirements and industry developments in the Integrated Planning and Reporting processes to ensure legislative compliance.
- Develop and manage City of Newcastle's corporate calendar.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Tertiary qualifications and / or significant experience in Business, Governance, Planning or related field.
- Demonstrated experience in statistical analysis with the ability to translate strategy into actionable and quantitative plans with supporting key performance indicators.
- Demonstrated experience and proven ability to conceptualise complex ideas, detect patterns and interpret a range of quantitative and qualitative data.
- Demonstrated experience in corporate planning and reporting.



- Experience in developing, delivering, monitoring and communicating innovative community strategic plans.
- Experience in a range of innovative, relevant and effective techniques in strategy formulation to improve corporate performance.
- A high level of written and oral communication skills, including the ability to deliver presentations and to conduct meetings.
- Experience in managing complex datasets and conducting quantitative and / or qualitative statistical analyses.
- Well-developed business acumen and critical thinking skills with the ability to manage budgets and analyse data and compile reports.

**Other valuable skills you may have:**

- High level of understanding of the Integrated Planning and Reporting framework and practices at both strategic and operational levels.
- Effective consultation design and workshop facilitation skills.
- Demonstrated capability to prepare and deliver high-quality public presentations.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	