

POSITION DESCRIPTION

TEAM LEADER STRATEGY AND CONTINUOUS IMPROVEMENT

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
 Our systems, processes and tools are contemporary and reflect leading practice.
 Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Team Leader Strategy & Continuous Improvement		
Department & Section	Corporate Services		
Team	Strategy and Continuous Improvement		
Reporting to	Manager Strategy & Performance		
Positions Reporting to it	Strategy and Planning Partner Corporate Planning & Performance Officer		
Classification and Stream	MOA Level 7		
Position Number	1015	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

The Team Leader provides strategic leadership to a high-value team delivering Council's strategic planning, performance reporting, and continuous improvement initiatives. This role ensures organisational activities align with Council's strategic objectives and community priorities through robust planning frameworks, data-driven insights, and service reviews.

What does the position do?

- Lead the development and integration of Council's Strategic Management and Performance Measurement Frameworks, ensuring strategic alignment and outcomes focus.
- Oversee corporate planning and legislative reporting, including the Annual Business Plan, City Vision, Strategic and Management Plans, Annual Report and emerging strategic initiatives.
- Manage the Service Review Program in collaboration with the Manager Strategy & Performance, applying data-driven approaches to support innovation and continuous improvement.
- Provide strategic advice and insights to senior leadership and elected members, informed by internal data, external trends, and benchmarking.
- Lead the Strategy and Continuous Improvement team, fostering a collaborative and high-value culture through coaching, workforce planning, and capability development.
- Drive cross-functional projects and initiatives that enhance organisational performance and community outcomes.
- Build and maintain effective relationships with internal and external stakeholders, including through consultation and engagement to inform strategic priorities.
- Oversee the development and delivery of integrated planning and reporting tools and processes.
- Promote strong customer service and deliver high-quality reports, dashboards, briefings, and business cases.
- Translate strategic objectives into actionable team plans and ensure alignment across functions.
- Other reasonable duties as required.

What outcomes does the position deliver?

- A leading-practice, fully integrated Strategic Management Framework that is community-driven, outcomes-focused, and embedded across Council operations.

- Organisation-wide strategic alignment and line of sight, supported by effective employee engagement, planning systems, and streamlined processes.
- Evidence-based decision-making enabled by robust data, benchmarking, and research that inform strategy, performance, and service delivery.
- A culture of continuous improvement and innovation, supported by data-informed service reviews and strategic initiatives that enhance public value.
- High-quality corporate planning and reporting outputs, including legislative compliance and clear communication of Council's strategic progress.
- A collaborative and capable Strategy and Continuous Improvement team, empowered through leadership, coaching, and development to deliver strategic outcomes.
- Strong and trusted relationships with internal and external stakeholders, contributing to shared strategic priorities and improved community outcomes.

The behaviours we expect the position to contribute to our workplace are:

- Strategic thinker with a passion for continuous improvement, innovative problem solving, and informed decision making to deliver meaningful outcomes.
- Authentic and empowering leader who builds strong relationships, sets a clear vision of excellence, and supports others to reach their full potential in alignment with PAE Values.
- Committed to embedding organisational values and fostering a collaborative, high-performance culture aligned with the PAE Code of Conduct.
- Agile and empathetic professional, responsive to change and open to diverse perspectives and ideas.
- Highly skilled communicator with strong interpersonal abilities and political awareness, adept at engaging and influencing stakeholders across complex environments.
- A commitment to personal development and improvement.
- Responsible financial management.
- Customer-focused and passionate about delivery for our community.

Qualifications for the position

- Tertiary qualification or post-graduate studies in public policy, business management and/or related fields (or equivalent experience) is essential.

Experience

- Proven experience in leading teams with strong leadership and people management skills, including the ability to inspire, develop, and support staff to achieve their best.
- Proven ability to lead strategic planning and data analysis, turning insights into action within complex organisations.
- Experienced in leading organisation-wide programs and projects, with strong project management skills and a proven ability to deliver business improvements on time.
- Skilled in analytical research, strategic reporting, and communication, with a proven ability to manage competing priorities and deliver high-quality outcomes on time.
- Demonstrated ability to adapt and respond positively to changes in organisational priorities.
- Proven experience in stakeholder management and customer service delivery.
- Experience working as a member of a multi-disciplinary team and as a trusted internal business partner, enabling innovation and business value creation.
- Experience with business intelligence tools and performance dashboards.

Knowledge

- Extensive knowledge of strategic planning, corporate reporting, and integrated outcomes-based performance frameworks.
- Strong knowledge of risk, performance, and quality management systems to support effective prioritisation and continuous improvement.
- Familiar understanding of local government operations, legislation, and strategic frameworks.
- Familiarity with community engagement and participatory planning approaches.

Information Management/Cyber Security

- Appropriate information management practices are implemented
- Maintain knowledge and application of Council's IT systems relevant to role
- Maintain a working understanding of and follow Council's cyber security controls
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable
- Assist in early return to work strategies and participate and support injured workers in return to work processes
- Consider WHS in recommendations made to the Executive Leadership Team and Council
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable
- Assist injured workers in the RTW process.

POSITION DESCRIPTION



All Employees

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____