

POSITION DESCRIPTION

STRATEGIC OUTCOMES OFFICER

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	Strategic Outcomes Officer		
Department & Section	Corporate Services – Strategy and Performance		
Team	Strategy and Continuous Improvement		
Reporting to	Team Leader Strategy and Continuous Improvement		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number	1220	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

The Strategic Outcomes Officer leads the coordination and continuous improvement of Council's planning and performance frameworks, including key planning tools, strategic documents and corporate reporting processes.

This senior role drives strategic alignment, end-to-end corporate reporting, effective performance communication and continuous improvement through evidence-based insights and strategic stakeholder engagement, negotiation and influence.

What does the position do?

- Lead the end-to-end coordination and delivery of Council's key strategic and corporate plans and reports, including the Annual Business Plan, Long Term Financial Plan, City Vision, and service profiles, ensuring alignment with strategic, budget and legislative requirements.
- Liaise, influence and negotiate with senior stakeholders to review and improve planning inputs, resolve issues, build agreement and streamline reporting processes.
- Collect, analyse, and translate complex performance and community data into actionable insights that support evidence-based decision-making, continuous improvement, and public accountability.
- Prepare, quality assure and present accurate, timely and high-quality performance reports, briefings, workshop materials and updates for internal and external stakeholders, including leaders and elected members, in line with legislative and corporate requirements.
- Administer and improve planning and reporting systems, templates and procedures, ensuring data integrity, system reliability and alignment with organisational standards.
- Contribute specialist research, evaluation and analysis to the development and review of strategic plans that inform responsive and community-focused outcomes.
- Develop and improve planning documentation, including registers of actions, performance indicators, service profiles, and outputs that support organisational planning and performance tracking.
- Coordinate and participate in cross-functional projects and organisational improvement initiatives by providing specialist advice, insights, managing milestones and dependencies, and collaborating to deliver agreed outcomes on time.
- Other reasonable duties as required.

What outcomes does the position deliver?

- A well-supported Strategic Management Framework embedded across Council through consistent planning tools, systems and guidelines that enhance section and service planning, performance reporting and information transparency.
- Strategy and policy documents are developed, implemented, and evaluated in a timely and effective manner, reflecting community needs and aligned strategic direction.
- Integrated planning and reporting processes that support strategic alignment across departments and services and provide clear visibility of organisational performance.

- Reliable and actionable performance insights derived from robust data analysis, benchmarking, and research, enabling evidence-based decision-making and continuous improvement.
- High-quality corporate reporting outputs that meet legislative requirements and communicate Council's strategic progress to leaders, government, elected members and other internal and external stakeholders.
- Strategic initiatives and service reviews that foster innovation, improve public value, and support a culture of continuous improvement.
- Effective stakeholder relationships that build agreement, strengthen shared strategic priorities and improve community outcomes.

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

- Communicates clearly and shares information effectively, including clear and concise written material for a wide range of community audiences.
- Demonstrates a customer focused approach and strong commitment to delivering positive outcomes for the community.
- Models PAE Values and acts in accordance with the Code of Conduct.
- Builds effective working relationships and influence outcomes across the organisation.
- Applies sound problem solving, systems thinking, innovative thinking and informed decision making.
- Exercises initiative and accountability in progressing work with appropriate autonomy.
- Seeks opportunities for personal development and continuous improvement.
- Presents and adapts flexibly to new ideas, concepts and firm deadlines.
- Analyses complex planning and reporting matters by interpreting data, feedback and organisational context to communicate meaningful insights and implications.
- Works collaboratively across teams and manage multiple priorities effectively.
- Takes initiative in designing, implementing and improving corporate planning and reporting architecture, presenting recommendations that support agreed outcomes.
- Exercises sound judgement, political awareness and professional influence when working with internal, elected and external stakeholders.

Qualifications for the position

- Relevant tertiary qualifications in research, public policy, strategy, project management, or a related field, or equivalent experience.

Experience

- Experience in a corporate planning, performance reporting, policy or strategy setting within a government or similar complex public-facing organisation.
- Experience in coordinating reporting cycles, governance processes, timelines, dependencies and stakeholder inputs.
- Experience using data, research, and business intelligence tools to produce insights, quality-assure reports and communicate outcomes to broad audiences.
- Excellent written and verbal communication skills, including preparation of reports, briefings and advice for senior leaders, government and elected members, and demonstrated ability to align stakeholders to shared outcomes in service systems.

Knowledge

- Understanding of project management, governance processes and stakeholder liaison required to deliver cross-organisational planning and reporting projects.
- Sound knowledge of policy and legislative frameworks, strategic planning issues, government reporting requirements and the roles of all three spheres of government.
- Understanding of research methods, data analysis and communication of insights for corporate planning and reporting.
- Sound working knowledge of the key issues impacting corporate planning, performance reporting and strategic policy development including the emergence of AI.

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- Sound working knowledge of continuous improvement methods, systems and standards of work and their role in reporting and planning, and reporting principles.

Information Management/Cyber Security

- Maintain a working understanding of Council's cyber security controls and use of AI.
- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.

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.

Our Safety and Return to Work Commitments

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.