

TEAM LEADER PLANNING & ANALYSIS

Our City Vision:

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

Our Goals

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

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 Planning & Analysis		
Department & Section	Corporate Services, Finance		
Team	Planning & Analysis		
Reporting to	Manager Finance		
Positions Reporting to it	Finance Partner City Operations Finance Partner Infrastructure and Assets Finance Partner Community Development Finance Partner Corporate Services Asset Accountant		
Classification and Stream	MOA Level 8		
Position Number	3190	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- Provides critical decision support by partnering with management to ensure there is a focus on financial discipline and operational efficiency, ensuring rate increases are kept as low as possible for our community.
- Robust budgets and ongoing reporting against forecast provide the community with transparency and confidence in financial decision making and service provision.
- Enhances Council's strong financial management, ensuring that we continue to deliver outcomes valued by our community, in a financially responsible manner.

What does the position do?

- Lead, coach and develop the Planning & Analysis team, providing day-to-day leadership, guidance and performance management to foster a high-performing, collaborative and customer-focussed culture that promotes accountability, continuous improvement and professional growth.
- Provide strategic leadership and organisation-wide Subject Matter Expertise (SME) in budgeting, long-term financial planning, costing, management accounting, and financial sustainability, influencing sound decision making.
- Provision of expert specialist advice and operational insights for management in relation to Council operations and capital projects.
- Build strong and trusted relationships with Executive Leadership and senior leaders, providing authoritative financial, commercial and strategic advice that supports organisational priorities and long-term financial outcomes.
- Manage all financial planning activities for Council, including the Annual Budget, Quarterly Budget Reviews and Long-Term Financial Plan.
- Develop decision support dashboards and insights for executive management, including service costing, asset utilisation, employee costs, overheads, etc.
- Provide management with customised reporting aligned to unique business challenges and requirements.
- Lead and promote a Finance Partnering approach that strengthens financial capability, empowers leaders to make informed decisions and fosters shared accountability for organisational performance.
- Undertake budget assurance to ensure project and operational forecasts are accurate, aligned with strategic priorities, and deliverable.
- Manage monthly management reporting processes in accordance with published corporate deadlines.
- Review project costing and overhead allocation methodology to ensure these represent an efficient, contemporary approach.

- Support the upkeep of asset records and associated accounting activities, including depreciation and asset movements
- Coordinate transactional processing, budgeting, financial analysis, and reporting support for Council subsidiaries.
- Support the Corporate Accounting team in preparation of annual financial statements, internal control compliance, and other regular accounting and reporting obligations.
- Investigate and implement system or process improvements.
- Oversee testing and identification of issues for system upgrades prior to implementation.
- Other reasonable duties as required

What outcomes does the position deliver?

- Effective leadership and professional development of the Planning & Analysis team.
- Budgets and financial forecasts are accurate, timely, based on reasonable assumptions, and have clear alignment to strategic objectives of Council.
- Executive and operational management have a strong strategic finance partner to support delivery of capital projects, community programs, and services.
- Grow organisational financial acumen and improved capability in operational, service, and project costing.
- Overhead allocation methodology is contemporary, fit for purpose and well understood.
- Fixed assets, from planning through to disposal are accurately captured, valued, and reported in accordance with Australian Accounting Standards.
- Appropriate policies and internal financial controls are in place to mitigate risk of material misstatement in financial statements.

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

- Models PAE Values and acts in accordance with the Code of Conduct.
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Leads with authenticity, integrity and self-awareness, building constructive relationships and creating an environment where people feel valued, supported and empowered.
- Strong and effective communicator and listener, who fosters open dialogue, encourages constructive conversations and creates a culture where people feel comfortable contributing ideas and feedback.
- Demonstrates agility, responsiveness, adaptability and composure in changing environments, adjusting priorities as required and supporting others to navigate change with confidence.
- Operates with a high level of empathy and openness to ideas and diversity, valuing different experiences and perspectives and fostering inclusion.
- Demonstrates strong influencing skills, building credibility and trust to gain commitment, foster collaboration and achieve positive outcomes across the organisation.
- Demonstrates responsible financial management, making informed and balanced decisions, promoting accountability, and ensuring resources are used effectively to deliver value for the community.
- Exercises political awareness and organisational sensitivity, understanding the broader context in which decisions are made, navigating complex stakeholder relationships appropriately, and responding with professionalism and discretion.

Qualifications for the position

- Tertiary qualification in accounting or commerce (or equivalent) is essential.
- Post-graduate professional qualifications (i.e. CA/CPA) is essential.
- Progression towards a strategic management qualification (e.g. MBA) is desirable

Experience

- Significant experience as a leader with demonstrated ability to engage and empower team members and foster a positive team culture.
- Demonstrated experience in providing expert recommendations and commercially sound advice to senior management.
- Experience solving complex problems through analysis and critical thinking, drawing insights from a range of qualitative and quantitative sources.
- Demonstrated experience influencing, negotiating, and engaging positively with a diverse range of stakeholders to achieve improved outcomes.
- Experience working in a complex environment and the ability to prioritise and meet diverse customer needs.
- Demonstrated experience writing reports and delivering presentations/workshops.
- Experience in Local Government is desirable.
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel) is essential.

Knowledge

- Knowledge of relevant sections of the Local Government Act 1999 and supporting Regulations.
- Strong technical understanding of Australian Accounting Standards.
- Significant exposure to strategic management accounting and/or business partnering functions in a large, complex, and diverse organisation.
- Sound knowledge of Council policies and strategic objectives.
- Demonstrated ability to research, interpret and apply legislation to complex situations.
- Effective time management skills and flexible to changing priorities/environments.
- Demonstrated understanding of project management and leading through change.

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
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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

- 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.