

POSITION DESCRIPTION

TEAM LEADER STRATEGY AND INSIGHTS

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	Grow & Improve We improve our work everyday	Better Together We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> • Deliver public good • Improve the quality of people’s lives • Community focussed • Deliver Council’s City Plan 	<ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	<ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

POSITION DESCRIPTION



The position is:

Position Title	Team Leader Strategy & Insights		
Department & Section	Corporate Services		
Team	Strategy and Performance		
Reporting to	Manager Strategy & Performance		
Positions Reporting to it	Strategy and Planning Officer Social Planner Business Intelligence Analyst		
Classification and Stream	MOA Level 7		
Position Number	1015	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

Working collaboratively across the organisation, this position will lead the development and implementation of:

- An integrated Strategic Management Framework which includes an Organisational Strategy (City Vision), 4 Year Business Plan and Annual Business Plan and Departmental Plans
- A Performance Measurement Framework which includes development of key performance indicators and outcome-based measures
- A Service Review Program which undertakes data and evidence informed approach to support innovation and continuous improvement.

What does the position do?

- Leads the development and delivery of Council's Strategic Management Framework which ensures organisational strategies and plans are integrated, strategic and outcomes focused
- Leads the creation, implementation and review of core strategy, planning and reporting documents within Council's Strategic Management Framework through collaboration and engagement with Council, the Community and across the organisation
- Develops and manages organisational performance and corporate performance reporting systems which includes development of key performance indicators and outcome-based measures
- In conjunction with the Manager Strategy & Performance, manage Council's Service Review Program which includes cross Council Service reviews
- In conjunction with the Manager Strategy & Performance, build organisational capacity for innovation and continuous improvement through data and evidence informed service reviews to deliver public value and drive performance
- Works as a senior specialist, sets direction and initiates projects within the Strategy and Insights team
- Promotes and delivers strong customer service to external clients and internal departments
- As a people leader invests in embedding the organisational values within the team
- Undertakes human resource activities associated with workforce planning, recruitment, learning and development and individual performance development reviews with team members
- Provides effective coaching, mentoring and support to develop team members
- Prepare and coordinate reports, information for briefings and business cases
- Builds effective external relationships with stakeholders and partners, including through cross Council initiatives
- Other reasonable duties as required.

What outcomes does the position deliver?

- A leading practice and fully integrated Strategic Management Framework that is community and outcomes focused
- Achieves line of sight across the organisation through effective employee engagement and support; and quality strategic planning systems and processes
- Evidenced based decision making through quality data, benchmarking, and research
- Increased public value through services reviews, continuous improvement and innovation.

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

- A passion for strategic planning and continuous improvement to ensure we deliver good outcomes for our community
- Strategic thinking and planning skills with the ability to execute and deliver major change initiatives through to completion
- Effective leadership skills which motivates and engages people
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others to reach their full potential
- Authentic leader who builds constructive relationships with people at all levels across the organisation
- Good communicator and effective listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- High level interpersonal and influencing skills
- A passion for personal development and improvement
- Customer focused and passionate for delivering for the community
- Responsible financial management
- Politically aware.

Qualifications for the position

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

Experience

- Demonstrated experience in leading a team
- Proven experience leading strategy development, planning and outcomes-based performance reporting in a diverse and multifaceted organisation
- Experience in systems thinking, quality management and providing specialist advice to large and complex organisations regarding strategy and performance metrics
- Demonstrated experience in making strategy accessible and relevant to teams
- Experience in leading organisational wide programs, projects and business improvements within a multifaceted organisation
- Demonstrated analytical, research, report writing and communication relevant to strategy and planning development
- Experience with program and project management and ability to meet deadlines
- Proven experience in stakeholder management and customer service delivery
- Working as a member of a multi-disciplinary team and as a trusted internal business partner enabling innovation and business value creation.

Knowledge

- High level of knowledge of strategic management planning, corporate reporting and outcomes-based performance metrics

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- Ability to develop an accessible and integrated Strategic Management Framework which adds value for teams and drives performance
- High level knowledge of risk management and performance management to support prioritisation
- Knowledge of quality management systems
- Effective time management skills and flexible to changing priorities/ environments
- Ability to delegate work and provide positive direction to team members and others
- Ability to problem solve complex issues and find solutions.

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.

All Staff

- 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

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- 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: _____