

INTEGRATED BUSINESS PLANNING PARTNER

Position Level: L6

Location: Perth

Effective Date: November 2024

Responsibilities

The Integrated Business Planning Partner is responsible for contributing to the development of the integrated business plan across Pilbara Ports.

The position is also responsible for driving the delivery of the Integrated Business Plan by effectively providing analysis and problem-solving skills to key business areas required to deliver strategic objectives.

Reporting

The Integrated Business Planning Partner reports to the Integrated Planning Manager.

Accountabilities

Result Area	Major Activities
1. Safety and People	<ul style="list-style-type: none"> • Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to continually improving a safe work environment; both physically and psychologically.
2. Integrated Management Systems:	<ul style="list-style-type: none"> • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Assist with the development and review of the processes which ensures that the Integrated Business Planning Team complies with all legal, statutory and internal Pilbara Ports Governance requirements. • Contribute to a strong safety culture within the team and across Pilbara Ports.
3. Integrated business planning	<ul style="list-style-type: none"> • Contribute to the delivery of the integrated business plan including: <ul style="list-style-type: none"> • Development and implementation of the integrated planning process. • Project management of the Integrated planning process including, development of project plans, workshop preparation and facilitation, milestone tracking and reporting. • Completion of key integrated business plan actions including workforce planning, capital spend, budgeting etc. • Provide analysis and insight across the Integrated Business Plan to achieve better outcomes for Pilbara Ports • Act as the key point of contact for allocated internal stakeholders to deliver specific strategic objectives • Complete capacity assessments to inform decisions on infrastructure, capital spend etc. • Identify and provide solutions for supply chain issues as well as new opportunities.

	<ul style="list-style-type: none"> Identify and implement improvements as identified through continuous improvement practices to improve integrated business planning.
4. Stakeholder Engagement	<ul style="list-style-type: none"> Provide a high level of customer service as per Pilbara Ports' objectives. Engage with internal stakeholders to develop and maintain an understanding of how their work helps to achieve the outcomes in the Integrated Business Plan. Work alongside key internal stakeholders to provide advice on business concepts including Development Applications and Pilbara Ports led projects etc.
5. Business Insights and Analytics	<ul style="list-style-type: none"> Provide analytical support to business teams to provide problem solving support to complex issues. Build and maintain analytics that assist teams and the broader business to improve strategic decision Contribute to capacity modelling for whole of Pilbara Ports and specific projects as required. Develop and implement analytics dashboards that track organisational KPI's and provide reporting as required.
6. Other Duties:	<ul style="list-style-type: none"> Other duties as directed by the Manager Integrated Planning or EGM Planning and Property

Selection Criteria

Qualifications:

- A relevant tertiary qualification is required.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Port's values of Excellence, Respect, Integrity, Care and Courage.
- Demonstrates commitment to an inclusive work culture that encourages diversity.
- Enjoys operating in a fast-paced environment, with complex deliverables and challenging deadlines.
- A collaborative communication style that encourages productive working relationships.
- A team player who enjoys helping others achieve organisational outcomes.

Work Related Requirements:

- Demonstrates strong conceptual, analytical skills, including a thorough understanding of how to transform the results of analysis into information that can be communicated to stakeholders and deliver improvements.
- Sound interpersonal skills with the ability to negotiate and build productive relationships with stakeholders.
- Strong written communication skills including the production of clear, concise and logical reporting.
- Proven ability to work with multiple and large data sets to create effective analytics capability across a multi-disciplinary organisation.
- Proven problem-solving skills with a demonstrated ability to identify continuous improvement opportunities to improve business operations.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for this position.

