



POSITION NAME	INTEGRATED PLANNING AND REPORTING COORDINATOR
SECTION	GOVERNANCE
DIRECTORATE	ECONOMIC AND ORGANISATIONAL DEVELOPMENT

1. REMUNERATION

Grade 13 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Governance Manager

b) Positions directly reporting to this position:

Nil

3. PURPOSE

To coordinate the delivery of the Integrated Planning and Reporting Framework and to monitor ongoing development, reporting and review processes to maximise the capacity of the organisation to meet the needs of the community and achieve integrated outcomes. Contribute to the enhancement of Griffith City Council's public image and brand using print and digital media formats and provide support to the governance function of Council

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Senior Management Team
- All Staff

External

- State and Federal Government Department Representatives
- Members of the Public
- Community Groups
- Businesses and Business Groups

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment in decision making and in the undertaking of all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision
- Work with allocated resources and budget to meet or exceed expectations of Council
- Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Guide the implementation of the corporate planning cycle and ensure the effective coordination of the of the Council's integrated planning and reporting framework to be compliant with the Local Government Act 1993 and associated regulations.
- Liaise and work with officers across the organisation to monitor, improve and enhance integrated plans, strategies, policies, processes and practices to ensure that objectives and expectations are being met and appropriately reported.

7. KEY DUTIES

- Coordinate the overall Integrated Planning and Reporting Framework utilising a whole-of-community and a whole-of-Council approach.
- Coordinate timely reviews of the Council's integrated strategic planning and reporting framework to ensure that it continues to reflect the community's changing aspirations and demographic, social, environmental, technological and economic changes in accordance with legislation and organisational reporting requirements.
- Coordinate and maintain the process of the preparation of periodic performance reports to determine the organisation's progress towards achieving the objectives outlined in the Community Strategic Plan as required by legislation and organisational reporting requirements.
- Develop the Council's community satisfaction surveying and reporting processes measuring community perception of the organisation's progress towards achieving the community's vision for the future
- Coordinate and assist in developing and facilitating the community engagement processes related to the Integrated Planning and Reporting Framework processes utilising community forums, social media and online tools.
- Prepare periodic performance/progress reports and reviews as required by legislation
- Assist with the development, refinement and review of the Council's corporate performance indicators.
- Manage software purchased to provide the most effective integration solution for Council
- Work with Finance to ensure all informing strategies and plans related to the integrated planning and reporting framework are aligned to the annual budget and long term financial plan.
- Provide training, support and advice to staff across the organisation so that they understand the integrated planning and reporting framework to ensure a high quality of documentation and knowledge is developed and maintained across the organisation.
- Ensure that tasks are completed effectively, efficiently, at a high quality and in accordance with agreed timeframes
- Research, write and distribute media releases, reports, written articles and advertising to promote or support Council's programs and initiatives, both printed and digital
- Monitor Council's web site to ensure information is current and relevant
- Manage and oversee Council and facilities online social media presence

including regular updates and research and respond to requests for information

- Design, develop and copy for Council's various communication methods
- Coordinate, compile and distribute Council and Council Committee business papers and minutes as required
- Participate in minute taking at Council and Council Committee meetings ensuring accurate information is recorded and prepared in required timeframes

8. COMPULSORY REQUIREMENTS OF THE POSITION

Nil

9. KEY SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications or substantial job-related experience in the areas of corporate strategic planning
- Understanding of the Integrated Planning & Reporting Framework and requirements as applied to local government
- Demonstrated excellent verbal, written communication and presentation skills including the ability to establish and develop relationships with key stakeholders Demonstrated experience and knowledge of web-based communication tools including social media
- Proven ability to work under pressure, use initiative and innovation, and be well organised and skilled in project management techniques
- Demonstrated ability to manage time, set priorities, meet deadlines and work independently within established guidelines.
- Proven ability to liaise effectively, including consultation, negotiation, presentation and facilitation, with a range of stakeholders
- Proven experience in the use of Microsoft Office products, including word and excel skills with excellent attention to detail.
- Hold a current Driver Licence

DESIRABLE

- Experience in or knowledge of local government structures, functions, legislation and procedures, and in particular the application of the Local Government Act 1993, and its associated regulations
- Knowledge of up to date community engagement and consultation processes

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

IInfrequent: exposure to the physical factor two – three times a year on average

OOccasional: exposure to the physical factor less than twice a week on average

FFrequent: exposure to the physical factor 3 - 4 times a week on average

CConstant: exposure to the physical factor more than 5 times a week on average

RRepetitive: exposure to the physical factor multiple times in an hour

SSeasonal: Activity involves seasonal variations

N/ANot Applicable

≡Winter

*Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X						
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.		X					
Standing	Tasks involve standing in an upright position without moving about		X					
Driving	Tasks involve operating any motor powered vehicle		X					
	Tasks involve driving vehicle on unsealed roads.	X						
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		X					
Walking/Running	Tasks involve walking or running on even surfaces	X						
	Tasks involve walking on uneven surfaces	X						
	Tasks involve walking up and / or down slopes	X						
	Tasks involve walking whilst pushing/pulling objects		X					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X						
	Tasks involve climbing over or under machinery	X						

Demands	Description	I	O	F	C	R	S	NA
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.		X					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.	X						
	1. Light lifting/carrying (0-9 Kg)		X					
	2. Moderate lifting/carrying (10-15 Kg)							X
	3. Heavy lifting/carrying (16 Kg and above)							X
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		X					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment							X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals							X
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust							X
Gases	Tasks involve working with gases							X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.							X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis							X
Working Environment								

Demands	Description	I	O	F	C	R	S	NA
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room							X
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	X						X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description created: November 2016

Position Description amended: October 2018

Job Evaluation Assessment Date: 23/10/2018

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

.....
(date)