

INTEGRATED COUNCIL PLANNING LEAD

POSITION NUMBER	
CLASSIFICATION & TENURE	Senior Executive Officer, fulltime, fixed term (12 months)
DIRECTORATE	CEO Unit
DEPARTMENT	CEO Unit
LOCATION	Daylesford & Various locations
REPORTS TO	Chief Executive Officer
SUPERVISES / MANAGES	NIL

OUR VALUES



POSITION PURPOSE

The Integrated Council Planning Manager will support Hepburn Shire Council to undertake a major integrated planning exercise, ensuring Council has a long-term strategic direction that reflects community aspirations, meets the requirements of the Local Government Act 2020 (Community Vision, Council Plan, Financial Plan, Asset Plan, Municipal Health and Wellbeing Plan) and ensures integrated plans are achievable within our Financial Vision.

To be considered for this opportunity, you will be a strategic and innovative leader with a proven track record in delivering within large, complex, and dynamic environments. You are politically astute, with exceptional stakeholder management skills, and can effectively engage and collaborate with the Executive Leadership Team, Councillors, and peers. You excel in navigating complex planning processes and possess a deep understanding of service delivery models, prioritising collaboration and community engagement.

The Integrated Planning Project is an opportunity to lead significant change in how Hepburn Shire collaborates, engages and plans for its strategic direction. The success of this role is not just the adoption of these critical plans and strategies also ensuring they can be successfully implemented.



Integrated Strategic Planning and Reporting Framework and outcomes overview (Department of Jobs, Precincts and Regions 2020)

KEY RESPONSIBILITIES AND DUTIES

STRATEGY AND LEADERSHIP

- Lead the development of the Council Plan, Municipal Health and Wellbeing Plan, and the review of the Community Vision.
- Support the development of the Financial Plan, 2025/26 Annual Budget, Revenue and Rating Plan, Asset Plan, Workforce Plans, and Rate Variation Applications as needed.
- Develop and oversee Council's Service Planning Framework to support the review and analysis of service delivery models and delivery of service plans to enhance Council operations and align to the Financial Vision.
- Lead deliberative engagement processes in line with Council's existing engagement framework to facilitate the successful delivery of integrated plans, and changes to service model delivery as required.
- Develop innovative strategies to address challenges and improve efficiency.
- Draw upon strong ethical framework and the ability to remain impartial and objective.

STAKEHOLDER ENGAGEMENT AND COMMUNICATIONS

- Build strategic relationships with a diverse range of stakeholders including Councillors, the Executive Leadership Team, the Project Control Group (PCG) and the community, ensuring active participation in the project.
- Use strong communication and presentation skills to maintain stakeholder support and manage expectations for the project.
- Engage extensively with Senior Officers to ensure strong stakeholder participation and support for the project.
- Represent the project and communicate updates effectively including the preparation of reports and briefing papers, materials for community engagement and draft integrated plans.

SPECIALIST KNOWLEDGE AND SKILLS

The role requires that the incumbent have specialist skills and knowledge of the position and a high degree of

competence in management, facilitation and research methods across the following areas;

- Corporate, strategic, and service planning skills and knowledge.
- Local Government industry and regulation knowledge.
- Corporate systems that record, measure and monitor actions.
- Facilitation and community engagement skills.
- Project management.
- Process design and systems.

ACCOUNTABILITY, JUDGEMENT AND EXTENT OF AUTHORITY

- Operate with a significant degree of autonomy with guidance and support from the CEO and Project Control Group (PCG) to resolve critical problems.
- Provide advice and recommendations to the organisation based on guidance sourced from Local Government Victoria, sector networks, professional bodies and internal stakeholders.
- Manage competing priorities to ensure key processes and documents meet legislated deadlines.
- Superior written and oral communication skills that meet the needs of both internal and external audiences including persuasive presentation of reports to executive level personnel and elected officials.
- Demonstrated ability to translate complex business theory and concepts into simple and effective outcomes.
- Sound knowledge of information technology systems for corporate planning and project management, intermediate to high level expertise across a range of system applications.
- A tertiary qualification in Corporate/Business planning or a Research related discipline.
 - A current Australian Drivers Licence.

SELECTION CRITERIA

Selection will be based on the following criteria, although other skills, knowledge, and attributes outlined in the Position Description will also be considered:

- Demonstrated expertise in corporate and strategic planning in a local government context.
- Demonstrated experience of project management methodologies, systems, and practices.
- Strong business management skills including finance and business process management.
- Experience in facilitating deliberative engagement, with a solid understanding of engagement and community engagement principles.

OTHER REQUIREMENTS

- Maintain a satisfactory National Criminal History Check.
- Current Victorian Driver Licence

ORGANISATIONAL RESPONSIBILITIES

<p>Policies, Legislation, Behaviours & Values</p>	<ul style="list-style-type: none"> • Comply with all Council policies, procedures, and goals, including the Code of Conduct and Council’s adopted values; and the regulatory and legislative requirements relevant to the department. • Demonstrate behaviours of the highest integrity, free from bullying, harassment and discrimination.
<p>A Safe and Healthy Workplace</p>	<ul style="list-style-type: none"> • Embrace Council’s commitment to providing a safe and healthy working environment by performing duties in accordance with the Occupational Health & Safety Act 2004, OHS Regulations 2017, codes or practice, policies and procedures. • Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others • Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
<p>Child Safe Standards</p>	<ul style="list-style-type: none"> • Hepburn Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential. • Hepburn Shire Council’s policies and procedures support the implementation of requirements under the <i>Child Wellbeing and Safety Act 2005</i> and the <i>Child Safe Standards</i>. • All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.
<p>Confidentiality</p>	<ul style="list-style-type: none"> • Maintain confidentiality in respect of all dealings of a sensitive or confidential nature. • Ensure Council records are maintained in the approved record management system in an accurate and timely manner.
<p>Customer Experience</p>	<ul style="list-style-type: none"> • Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review and implement strategies to improve customer experience quality and efficiency.
<p>Emergency Management</p>	<ul style="list-style-type: none"> • Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
<p>Corporate Training</p>	<ul style="list-style-type: none"> • Participate as directed in training and education to maintain compliance and up-to-date knowledge.
<p>General</p>	<ul style="list-style-type: none"> • Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

- Other duties undertaken are within the scope of the employee’s skills, competence, and training, relevant to the position band, as requested by the people leader.

APPROVAL

Approved by (Department)	Chief Executive Officer	
Reviewed by (P&C)	Yes	
Date	25/09/2024	
Employee Acceptance	Your signature indicates your understanding, agreement and approval of the position description. This position description is current at the date of issue and subject to the review at least annually, in consultation with the employee.	
	Name	
	Signature	
	Date	

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling - above 5 kg below 10 kg			✓	
Manual handling - above 10 kg				✓
Manual handling – lifting above shoulder				✓
Working with arms above head				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)				✓
Driving vehicles / operating plant			✓	
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)		✓		