



Position Details

Position title:	Corporate Planning and Performance Lead
Award Classification:	Band 8
Department:	Finance
Division:	Planning and Performance
Date Approved:	April 2026
Approved By:	General Manager Governance & Performance

Organisational Relationships:

Reports To:	Head of Corporate Planning
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Ensure Council's corporate planning and performance frameworks are coherent, integrated and effectively translated into clear plans, priorities and reporting that support organisational and community outcomes.
- Deliver high-quality, timely corporate planning, performance and statutory reporting that provides councillors, executives and senior leaders with clear insight to support informed decision-making.
- Embed a disciplined, organisation-wide approach to planning, performance and service review that links community priorities, Council decisions and day-to-day service delivery.



- Strengthen organisational accountability, learning and continuous improvement by ensuring performance information, service review outcomes and benefits realisation are used to identify risks, track results and drive improvement.

Key Responsibilities and Duties

Corporate Planning & Performance Delivery

- Lead and deliver the organisation's corporate planning and performance work program, including Council Plan development and review and annual business planning.
- Lead the monitoring, consolidation and enterprise-level reporting of delivery plan and business plan commitments, providing assurance, insight and escalation to support executive oversight.
- Actively contribute to the preparation, drafting and quality assurance of CEO Reports, CEO Performance Reports, LGPRF submissions, Annual Report content and associated executive and councillor briefings.
- Ensure all planning and performance artefacts are delivered on time, to a high standard, and in accordance with governance, legislative and organisational requirements.

Workflow Leadership and Project Management

- Lead the end-to-end workflow for corporate planning, performance reporting and related programs of work, sequencing activities, managing dependencies, and coordinating inputs across multiple stakeholders.
- Apply strong project management discipline to complex, concurrent planning and reporting cycles, including risk identification, issue management, timeline control and quality assurance.
- Monitor progress against key milestones and proactively address delivery risks, capacity constraints and competing priorities.

Data, Insights and Benefits Realisation

- Lead the practical use of performance data, analysis and insights to inform organisational decision-making and performance improvement.
- Ensure outcomes from service planning and service reviews are translated into measurable benefits, KPIs and enterprise performance reporting.
- Maintain oversight of performance frameworks, KPI libraries, benefits registers and supporting systems.

Service Planning and Reviews

- Contribute directly to service planning and service review activities, including facilitation support, analysis, documentation and synthesis of findings.



- Work closely with relevant stakeholders to integrate service-level insights into corporate planning, budgeting and performance reporting processes.

Shared Practice and Capability Development

- Lead shared practice across the planning and performance function, including development and maintenance of templates, standards, guidance material and quality assurance processes.
- Support continuous improvement initiatives to strengthen planning and performance maturity across the organisation.
- Provide peer leadership, coaching and technical guidance to team members to support capability development and consistent practice.

Accountability and Extent of Authority

- The Corporate Planning & Performance Lead is accountable for the organisation's corporate planning and performance reporting functions, ensuring they support strategic decision making and have a material impact on organisational priorities and outcomes.
- The role operates with a high degree of autonomy within established governance frameworks, policies and legislative requirements, and is accountable for ensuring planning and performance activities are delivered consistently, accurately and to agreed standards.
- The role is authorised to lead and integrate organisation-wide planning and performance reporting workflows, coordinate inputs across multiple departments, provide professional guidance and challenge to ensure quality and consistency, and escalate and advise on risks or issues with a material impact on organisational performance or reputation.
- The role is accountable for the integrity of planning and performance information presented to the Executive Leadership Team and Council, including the assurance of data quality, narrative accuracy and alignment to agreed measures and commitments.

Judgement and Decision Making

- The role exercises a high level of professional judgement in complex and changing environments, including identifying and analysing policy and strategic options to address competing organisational priorities and challenges.
- The role independently assesses planning and performance risks and organisational implications, analyses a range of possible options, and determines or recommends appropriate courses of action within governance frameworks.
- The role makes recommendations on planning, performance and service review matters that may have significant organisational impact, including changes to reporting approaches, measures, priorities or timing, for consideration by senior management.



- The role identifies issues requiring escalation, develops and presents evidence-based options for consideration by senior management, and influences outcomes through clear communication and professional authority.

Specialist Skills and Knowledge

- Demonstrated expertise in corporate planning, performance reporting and associated governance frameworks within a complex organisational environment.
- Strong project management capability, including formal qualifications and/or substantial equivalent experience delivering complex, multi-stream programs of work with competing priorities and tight deadlines.
- Advanced analytical skills, including the ability to interpret, synthesise and present complex financial, budgetary, operational and performance information to support organisational decision making.
- High level written communication skills, including the preparation of executive and Council-level reports and public-facing documents that support statutory accountability and organisational decision making.
- Demonstrated experience designing, implementing and maintaining performance frameworks, KPI libraries, benefits realisation approaches and supporting systems.
- Sound understanding of service planning, service review and continuous improvement methodologies, and the ability to translate service-level insights into corporate plans and performance reporting within a broader legal, socio-economic and political context.
- Proven ability to facilitate workshops, planning sessions and strategic discussions with senior stakeholders.
- Demonstrated understanding of the legal, socio-economic and political context of local government, including the application of budgeting and financial procedures to support corporate planning, performance reporting and decision making.

Management Skills

- Proven ability to manage complex workloads, prioritise across competing organisational demands, and deliver high-quality outcomes within constrained timeframes.
- Strong capability in leading and directing organisation-wide work programs across multiple stakeholders and functional areas, exercising management authority to achieve organisational goals and outcomes, including where formal line management authority does not apply.
- Demonstrated skill in applying structured planning, monitoring and quality assurance approaches to ensure consistency, accuracy and reliability of outputs.



- Ability to provide clear direction, guidance and constructive challenge to support effective delivery and organisational improvement.
- Highly developed stakeholder management skills, including the ability to build productive working relationships with executives, managers and teams across the organisation.
- Ability to operate confidently and effectively in a politically sensitive environment, managing competing interests and expectations with professionalism and discretion.

Interpersonal Skills

- Highly developed interpersonal and communication skills, with the ability to build effective working relationships across all levels of the organisation.
- Demonstrated ability to engage, influence, negotiate and collaborate with senior leaders, managers and diverse stakeholders in a constructive and professional manner.
- Strong facilitation skills, including the ability to lead workshops, discussions and planning sessions involving complex or competing perspectives.
- Ability to communicate and explain complex planning, performance and analytical concepts in a way that persuades and influences decision making across a range of audiences.
- Tact, discretion and professionalism when operating in a politically sensitive environment or when managing confidential or complex matters.
- A collaborative, solutions-focused approach that leads, motivates and supports others to improve practice, capability and organisational outcomes.

Qualifications and Experience

Qualifications

- Relevant tertiary qualifications in public policy, business management, planning, organisational performance, project management and/or a related discipline.
- Formal project management qualifications are highly regarded, or substantial and intensive specialist experience delivering complex, multi-stream programs of work across diverse organisational contexts.

Experience

- Demonstrated experience leading and delivering corporate planning and performance reporting functions within a complex organisation.
- Proven experience managing and delivering concurrent planning, reporting or improvement programs, applying structured project management approaches.



- Experience preparing high-quality executive-level reports, briefings and public-facing documents.
- Demonstrated experience working across organisational boundaries, influencing outcomes and providing authoritative advice to senior stakeholders.
- Experience contributing to service planning, service review or continuous improvement initiatives and translating insights into organisational performance outcomes.
- Extensive and diverse experience applying corporate planning, performance and governance expertise across multiple organisational functions and disciplines.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.



Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Demonstrated experience leading and delivering corporate planning, performance reporting or related functions in a complex organisational environment.
- Strong project management capability, including the ability to plan, sequence and deliver concurrent work programs to time and quality expectations.
- Highly developed analytical skills, including the ability to interpret data and translate insights into clear, evidence-based advice.
- High-level written communication skills, including demonstrated experience preparing executive reports, papers and public-facing documents.
- Demonstrated ability to influence, collaborate and work effectively with senior leaders and stakeholders across diverse functional areas.
- Proven ability to operate effectively in a politically sensitive environment and exercise sound professional judgement.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.