



Position Details

Position title:	Corporate Strategy and Policy Advisor
Award Classification:	Band 7
Department:	Governance and Organisational Performance
Division:	Governance and Organisational Performance
Date Approved:	October 2025
Approved By:	Director Governance and Performance

Organisational Relationships:

Reports To:	Head of Governance and Advocacy
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

The purpose of this role is to establish a consistent standard and approach to developing, implementing, monitoring and reporting on policies and strategies across City of Port Phillip. This includes:

- working with the Policy and Strategy Steering Committee and Executive Leadership Team to establish a shared understanding of best practice
- providing advice and practical support to policy and strategy owners across the organisation, to help uplift the standard of policies and strategies
- creating and maintaining a high-quality, easy to use 'toolkit' (eg framework, templates) for policy and strategy owners
- undertaking research and benchmarking to inform continuous improvement.

Key Responsibilities and Duties

- Support the organisation to uplift, standardise and maintain the quality of its policies and strategies through strategic advice to leadership, and practical support for policy and strategy owners across the organisation.
- Undertake document management and control for City of Port Phillip's policies and strategies, including producing accurate reports on the status of all policies and strategies as required.
- Create and maintain a 'policy and strategy toolkit', including templates, help cards and other documentation to support strategy and policy owners to develop and maintain high quality documents.
- Convene the Policy and Strategy Steering Committee, including scheduling meetings, managing agendas, and writing minutes.
- Monitor whether the organisation is meeting its legislative and regulatory obligations with regard to policies and strategies, and produce accurate reports for the Audit and Risk Committee (ARCo) and Executive Leadership Team on the status of policy and strategy documents.
- Undertake desktop research and benchmarking on best practice, undertake internal quality audits, and provide advice to organisational leaders and policy and strategy owners.
- Other duties as required to support the Corporate Planning Team meet its broader team goals with regard to developing the Council Plan, monitoring and reporting on organisational performance, service planning, and delivering the Community Satisfaction Survey.

Accountability and Extent of Authority

- Provide strategic and specialist advice along with practical support to leadership and policy and strategy owners, influencing effectively to enhance the quality and consistency of City of Port Phillip's policies and strategies.
- Understand and accurately report on whether legislative requirements regarding policies and strategies are being met.
- Maintain an accurate, up to date 'policy bookcase' and 'policy and strategy register', with strong document control.
- Contribute to the overall success of the Corporate Planning Team and the Governance and Organisational Performance Division, by working collaboratively and productively with colleagues.
- Prioritise and manage own responsibilities, with broad direction and support from the Head of Corporate Planning.

Judgement and Decision Making

- Use judgement and positive inquiry to resolve planning and performance issues as they arise. Seek to engage with and support the team and department as required.
- Make recommendations on operational and strategic issues under broad direction and with a significant level of day to day autonomy.

- Provide influential advice and support for day to day management of performance issues and implementation of change.
- Strong ability to understand the diversity and complexity of organisational service and issues concerning workgroups and proactively provide them with assistance.
- Required to provide input into strategic issues that will have a long-term impact on the direction of the organisation.

Specialist Skills and Knowledge

- Demonstrated capacity to quickly develop an extensive understanding of the goals of Council and the responsibilities and functions of the Executive Leadership Team, Audit and Risk Committee (ARCo), the organisational divisions and departments.
- Demonstrated ability to develop and manage stakeholders in a government context.
- Advanced skills with Microsoft Excel and Microsoft Word.
- Exemplary written and spoken communication skills.
- High attention to detail
- Ability to demonstrate active listening, generate thinking in others, be facilitative and responsive to the needs of the relevant audience.
- Ability to extract, manipulate and analyse data from multiple sources using Excel or other tools to help inform decision-making processes for the department and the organisation.
- Ability to read and understand relevant legislation, to determine what policies and strategies City of Port Phillip is required to maintain.
- Strong, practical understanding of document control including version control.

Management Skills

- Ability to manage own time, plan and organise workload to ensure that tasks are completed regardless of conflicting priorities.
- Ability to manage projects, analyse and proactively improve systems and processes in collaboration with others.
- Ability to provide expert advice and work collaboratively with staff across all levels of the organisation.
- Ability to engage with senior Executive leaders across varying topics within specialist field.
- Ability to understand the priorities and challenges of different divisions and the organisation, to appropriately prioritise and direct the work of the Policy and Strategy Steering Committee, to ensure it meets the needs of ELT.

Interpersonal Skills

- Ability to write concise, accurate, well-reasoned reports.
- Ability to provide expert advice and work collaboratively with staff across all levels of the organisation.

- Ability to liaise with departments across Council to support the business planning process and performance monitoring and improvement.
- Ability to work with a range of stakeholders both internal and external to gain cooperation and assistance to achieve organisational and departmental goals as required.
- Ability to motivate and develop team members across the organisation as required.
- Willingness and ability to work as a productive and collaborative member of the Corporate Planning Team, and support colleagues as required.

Qualifications and Experience

- Relevant tertiary qualifications, or lesser qualifications with extensive experience.
- Experience in policy or strategy development in a complex, service oriented organisation.
- Experience with Microsoft Office suite, especially Excel.
- Experience working effectively in a complex stakeholder environment, and maintaining productive working relationships with diverse people.

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

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

- Experience developing policies and/or strategies in a complex, service-oriented organisation.
- Experience providing strategic, influential advice to senior leaders.
- Strong understanding of best-practice approaches to document management and control.
- Advanced skills in the Microsoft Office suite, especially Excel.
- Ability to write concise, well-reasoned, accurate reports.
- Demonstrated ability to work collaboratively and contribute to the broader success of a team, division and organisation.

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.