



## Position Details

<b>Position title:</b>	<b>Projects &amp; Planning Advisor</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Governance & Organisational Performance
<b>Division:</b>	Governance & Organisational Capability
<b>Date Approved:</b>	August 2024
<b>Approved By:</b>	Executive Manager, Governance & Organisational Performance

### Organisational Relationships:

<b>Reports To:</b>	Head of Corporate Planning
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Coordinators and Team Leaders, Project stakeholders, Administration officers
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, peers in local and state government, suppliers, consultants.

## Position Objectives

- Under the direction of the program manager, undertake technical and administrative duties in relation to preparation and delivery of the City of Port Phillip’s Council Plan and Budget.
- Undertake a comprehensive desktop review of all City of Port Phillip’s current commitments, across all core policies and strategies.
- Support the development of an integrated performance framework, which aligns our initiatives and indicators across the organisation.
- Assist in designing and implementing a Monitoring, Evaluation and Reporting approach for the initiatives and indicators in the plan.
- Assist in identifying, planning and implementing process improvements encompassing the breadth of the Corporate Planning team’s portfolio. These can include but are not limited to the annual planning and reporting cycle, implementation of new systems, and service and operational plans.



- Develop action plans and implementation documents to enable City of Port Phillip to effectively deliver the Council Plan and Budget.

## Key Responsibilities and Duties

- Support the development of content for the Council Plan and Budget, coordinating inputs from across the organisation.
- Copy-writing, editing, formatting and document control for the Council Plan and Budget.
- Attend budget workshops and other meetings with ELT and Councillors to document decisions, and implement them into the Council Plan and Budget documents. This includes Council briefings and meetings, which are often held outside normal working hours.
- Provide administrative, program and business support to the delivery of the City of Port Phillip's Council Plan and budget, including its constituent projects.
- Undertake project administration, information management and version control processes within organisational requirements.
- Conduct tasks to support the Corporate Planning team such as organising program materials, correspondence, drafting presentations, scheduling and reporting.
- Provide advice on legislative requirements, key policies and procedures as they apply to the Council Plan and Budget and its constituent parts.
- Provide regular status updates on assigned projects, and on matters of a potentially sensitive or political nature.

## Accountability and Extent of Authority

- Support the program manager in overseeing progress of project deliverables within allocated time, quality and budget constraints.
- Interpret project progress over multiple workstreams and provide status updates to key stakeholders throughout the project lifecycle.
- Ensure legislative, policy and community requirements are met in delivered reports.
- Autonomously and accurately manage documents and information records within a large scope.
- Additional administrative and project related accountabilities as directed by the Head of Corporate Planning or the Planning and Performance Coordinator.

## Judgement and Decision Making

- With supervision available, provide project management support to the appropriate stakeholders.
- Review deliverables in accordance with City of Port Phillip's Community First principles and organisational standards.



## Specialist Skills and Knowledge

- Advanced copy-writing, editing, formatting and document control skills.
- Practical understanding of monitoring, evaluation and reporting, including developing and implementing M&E frameworks.
- Ability to utilise project management skills and knowledge together with techniques to resolve problems.
- Understanding the context, development and audience for corporate reports and customer facing policies in a public service context.
- Assimilating and interpreting a broad range of information around requirements, processes and Council services.
- Understanding and familiarity of budgeting, accounting and financial procedures as they relate to the management of ongoing projects.

## Management Skills

- Strong capability in cross-divisional stakeholder management and influencing without authority to deliver high quality outcomes.
- Independently manage own time, priorities and tasks within a set timetable.
- Effective in working as part of a team and self-managing priorities to ensure own workload is achieved in line with organisational goals and expectations.
- Ability to investigate and prepare responses to correspondence and write professional reports for both internal and external audiences.

## Interpersonal Skills

- Commitment to working in a flexible team environment to achieve goals and projects.
- Conducts self in manner with open communication, accountability and professionalism to support key strategic relationships across multiple levels of stakeholders.
- High level of attention to detail in reviewing documentation and reports.
- Written and verbal communication skills at a professional level.

## Qualifications and Experience

- A relevant qualification in a related discipline such as business writing, desktop publishing and/or equivalent experience.
- High level of competence across Microsoft suite (Excel, Word, Powerpoint, Sharepoint and Outlook) and experience adapting to corporate systems.
- Excellent communication and stakeholder management skills across multiple levels within a complex organisation.
- Understanding of Victorian local government planning, performance and reporting context desirable.





## 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).

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## Key Selection Criteria

- Strong writing and editing skills, including navigating documents through multiple review processes, and managing inputs from diverse stakeholders and perspectives.



- Understanding of project management principles with relevant work experience in supporting deployment of a multi-faceted project.
- Experience developing and delivering monitoring, evaluation and reporting frameworks in a local government or similar environment.
- Experience in document control and version control, and ability to deliver high quality documentation in accordance with narrow requirements and timeframes.
- Excellent interpersonal skills, including ability to work productively and flexibly, influencing without authority to meet expectations that depend on inputs from key stakeholders across all divisions.

*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.*