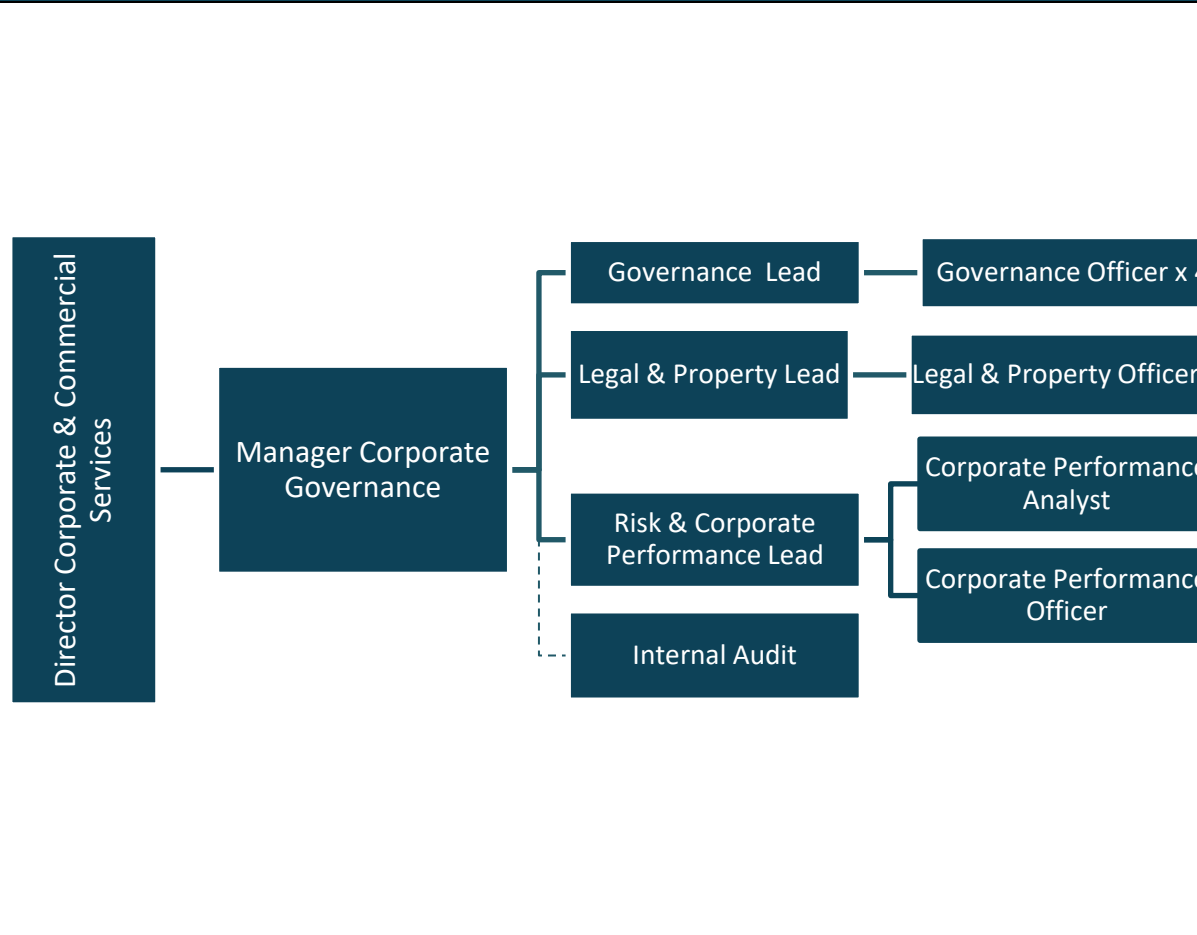


POSITION TITLE:	Corporate Performance Analyst
POSITION NUMBER:	TBA
DIVISION:	Corporate and Commercial Services
SECTION:	Corporate Governance
GRADE:	10
DELEGATIONS:	See Council’s Delegations Register
POSITION FTE HOURS:	35 hours (per week)

PRIMARY PURPOSE

Supports the Lead of Risk & Corporate Performance to drive a culture of continuous improvement through the delivery of Council’s Integrated Planning and Reporting framework. The Corporate Performance Analyst is responsible for driving and supporting the delivery of ‘service reviews’ and cross divisional and organisational reporting to provide strategic and operational advice on the most efficient and effective ways to bring together all of the elements that contribute to the alignment of Council’s processes, systems and people skills, to achieve the Community Strategic Plan.

SECTIONAL STRUCTURE



QUALIFICATIONS AND LICENCES

- Tertiary qualifications in Business Management or a related discipline or demonstrated experience in Process Improvement, Business Analysis or Project Management.
- Local Government Integrated Planning & Reporting Experience highly regarded.
- Desirable - Process Analysis - Lean Six Sigma (Green Belt or similar) or similar process improvement experience.

SKILLS AND EXPERIENCE

- Demonstrated skills to support high performance teams, with the ability to coach, mentor cross-divisional staff.
- Strong knowledge of and proven experience using process improvement methodologies to identify opportunities for business improvement, using but not limited to process mapping, data capture, analysis, measurement, and monitoring.
- Proven ability to assist in the development and delivery of corporate reporting, including interpreting analysing data, providing information, report writing, preparing presentations and briefings for a range of audiences.
- High level understanding of and experience in developing planning hierarchies, including identifying both effectiveness and efficiency performance measures for organisational reporting and service reviews.
- Sound experience in program and project management.
- Strong stakeholder management skills with the proven ability to work with all levels across an organisation and facilitate meetings, workshops, and other engagement initiatives.
- Ability to set priorities, manage competing demands, plan, and organise own work to ensure specific and set organisational performance objectives are met.
- Excellent written and verbal communication skills and attention to detail and accuracy in work processes.

KEY ACCOUNTABILITIES/DUTIES

- Assist in the development of a schedule and delivery of 'service reviews' in-line with Council's Community Strategic Plan, Delivery Program and Operation Plan.
- Assist with developing, implementing and reporting on Integrated Planning and Reporting documentation in line the Office of Local Government Act, Regulation and Guidelines.
- Evaluate & Analyse business processes, identify alternative solutions, assess feasibility and recommend innovative approaches.
- Prepare high quality written and analytical work including reports/discussion papers, council reports, submissions, and presentations.
- Work across the organisation to identify and implement business improvement activities.
- Track and measure success of improvement initiatives.
- Comply values and behaviours, and work health and safety responsibilities, as amended from time to time. with Council's Code of Conduct, relevant policies and procedures.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Influence and Negotiate – Coaches "Shares it" <i>Communicate clearly and respectfully, listen, and encourage input from others</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts/ relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results	<p>Plan and Prioritise - Demonstrates "Achieves it" <i>Plan and organise work in line with organisational goals and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Technical	<p>Information and Technology - Coaches "Shares it" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
Workforce Leadership	<p>Lead and Manage Change - Coaches "Shares it" <i>Initiate, support and champion change, assist others to accept and engage with change</i></p> <ul style="list-style-type: none"> • Promotes change initiatives, explaining the purpose and benefits and the implications for the team • Contributes to efforts to involve staff and stakeholders at various stages of the project • Provides clear guidance, coaching and support through change processes • Contributes to efforts to align organisational structures, systems, processes and culture to changes

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

WORK HEALTH AND SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and WHS Team within 24 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- Provide a safe workplace, with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety including WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

NAME OF EMPLOYEE	
SIGNATURE	
DATE	