



**CITY OF ALBANY
POSITION DESCRIPTION
BUSINESS PLANNING & PERFORMANCE OFFICER**

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be:

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Business Planning & Performance Officer	Executive Director Corporate & Commercial Services
LEVEL: Level 8, City of Albany Industrial Agreement 2023	
DIRECTORATE: Corporate & Commercial Services	Manager Finance
REPORTS TO: Manager Finance	
RESPONSIBLE FOR: Nil	Business Planning & Performance Officer

3. POSITION OBJECTIVE

The Business Planning and Performance Officer supports the development and delivery of the City's strategic and operational planning by coordinating the Integrated Planning and Reporting (IPR) Framework. The role works closely with teams across the organisation to ensure that all strategies, service plans, and key projects are aligned with the City's goals and meet legislative requirements. It helps staff track performance, develop practical plans, and report on progress using clear processes and tools. The role also supports better decision-making by making planning simple, consistent, and easy to understand, while keeping the community's priorities at the centre of the City's work.

4. KEY RESPONSIBILITIES

Integrated Planning and Reporting (IPR) Coordination

- Coordinate and support the implementation, monitoring, and review of the City's Integrated Planning and Reporting (IPR) Framework in accordance with the Local Government Act 1995 and associated regulations.
- Facilitate the development and alignment of the Strategic Community Plan, Corporate Business Plan, Workforce Plan, Long Term Financial Plan, Issue Specific Plans and Strategies, and Service Plans.
- Develop and maintain the City's integrated planning cycle/calendar, ensuring visibility, consistency, and adherence to timeframes.
- Support the development of strategies, plans and policies that are practical, achievable, and aligned with community priorities and legislative requirements.
- Maintain a register of all City strategies and plans to ensure oversight of current and emerging planning documents
- Maintain a Service Catalogue in order to provide a clear and up-to-date overview of all services delivered by the City, support informed decision-making, improve transparency, and assist in aligning service delivery with community needs and strategic objectives.

Strategy Development and Alignment

- Work collaboratively with officers and managers to ensure all plans and strategies align with the Strategic Community Plan, Corporate Business Plan, Workforce Plan, and Long Term Financial Plan.
- Ensure strategies and plans include clear implementation actions, deadlines, responsible officers, and aligned resources.
- Develop simple templates to assist in ensuring that plans and strategies contain the necessary information to ensure successful implementation of plans/strategies.
- Support the establishment and coordination of a Planning and Strategy Working Group (or Strategy Group), including developing a Terms of Reference, scheduling meetings, and providing executive support.
- Assist business units with the review and development of strategies and plans, providing consultancy advice and encouraging co-design and continuous improvement.
- Develop and implement standardised templates, policies, and procedures for strategic documents to ensure consistency and ease of use.

Performance Reporting and Service Planning

- Coordinate the City's Service Planning framework, including quarterly reporting of performance measures via corporate systems (e.g., CAMMS).
- Guide and support business units to identify meaningful performance indicators, service levels, and reporting tools that reflect community and Council expectations, and operational realities.
- Develop user-friendly guides and templates for managers to complete, update, and report on Service Plans effectively.
- Administer and configure the City's performance management and reporting platforms, ensuring data integrity, appropriate user access, and system alignment with corporate planning needs.
- Continuously review and iterate the City's planning and reporting tools, templates, and processes to improve usability and organisational engagement.

Capacity Building and Engagement

- Build and maintain strong, collaborative working relationships across the organisation to embed a culture of integrated planning and continuous improvement.
- Provide tailored support and strategic advice to directorates to maximise alignment and value in planning and performance processes.
- Facilitate training, guidance and face-to-face engagement to build internal capability and ensure staff are confident in using planning frameworks and reporting tools.
- Help foster a shared understanding of community needs, service delivery expectations, and emerging organisational challenges through ongoing consultation and analysis.

Reporting and Compliance

- Prepare and support the delivery of reports to Council and the Audit, Risk and Improvement Committee on planning, strategy, and performance matters.
- Develop and maintain a register of strategies and plans currently under development or review, and provide input and support as appropriate.
- Ensure all planning documents are compliant with statutory requirements and consistent with best practice in public sector strategy and performance management.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills and Abilities

- High-level written communication skills including the ability to prepare strategic documents, reports, and presentations for a range of audiences.
- Well-developed interpersonal skills with the ability to build effective working relationships across the organisation.
- Excellent organisational skills with the ability to prioritise workloads, manage competing deadlines, and coordinate cross-functional initiatives.
- Ability to facilitate workshops, deliver training sessions, and engage stakeholders in planning and performance processes.
- Proficiency in the use of business tools including Microsoft Office, Power BI or other performance and project management platforms.
- Strong analytical and conceptual skills with the ability to translate complex data into meaningful planning and performance insights.

Knowledge

- Sound understanding of the Western Australian local government legislative environment, particularly the Local Government Act 1995, the Local Government (Administration) Regulations 1996, and relevant guidelines issued by the Department of Local Government, Sport and Cultural Industries (DLGSC).
- Comprehensive knowledge of the Integrated Planning and Reporting Framework and its components (Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans, Workforce Plan).
- Awareness of contemporary trends and best practice in public sector performance management, strategy execution, and business improvement.
- Understanding of governance, risk, and project management principles in a local government context.
- A sound understanding of the political environment under which Local Government operates (desirable).

Experience and Qualifications

- Tertiary qualification in business administration, public policy, planning, governance or a related discipline.

- Demonstrated experience in business planning, strategy, performance reporting or corporate planning within a local government or similar environment.
- Experience in coordinating organisation-wide processes such as IPR, strategic planning or corporate reporting.
- Experience in using data visualisation and reporting tools (e.g., Power BI, CAMMS, Pulse, or similar) (desirable)
- Qualification or formal training in project management, continuous improvement or governance (desirable)

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____
(Please print)

SIGNATURE: _____

DATE: _____

WITNESS
 NAME: _____
(Manager or above) *(Please print)*

SIGNATURE: _____

DATE: _____