

Manager Strategy, Governance, and Planning

POSITION DESCRIPTION

Position Number:	3779
Portfolio:	Corporate Services
Business Unit:	Strategy, Governance, and Planning
Team:	Strategy, Governance, and Planning Management
Position Status:	Contract Limited Term
Classification:	Supplementary Contract
Reports To:	General Manager Corporate Services
Revised:	November 2025

General Position Statement:

This position supports Council's direction by providing leadership across corporate and business strategic planning, governance and risk management, strategic asset management, and portfolio management functions, ensure they are well-integrated, compliant, and aligned with organisational priorities. This position leads initiatives that improve organisational performance, encourages innovation in planning and delivery, and ensures Council's services remain responsive, efficient and future-ready.

Specific Responsibilities:

This position has the following responsibilities:

Business Management Accountabilities

1. Lead and develop a high-performing team across corporate planning, governance, risk, strategic asset management and portfolio management governance, fostering collaboration, capability and a culture of accountability and service excellence.
2. Champion contemporary corporate and business strategic planning and reporting methodologies, including the use of data-driven insights, and integrated reporting approaches that support transparency, accountability, and informed decision-making.
3. Maintain oversight of governance and risk management systems, ensuring policies, delegations, compliance and assurance processes support ethical practice and organisational resilience.
4. Support strategic asset management planning, ensuring frameworks and data inform sustainable service delivery and long-term investment decisions.
5. Provide oversight of Council's portfolio management governance, ensuring project selection, prioritisation and performance monitoring processes are structured, transparent and aligned with strategic and financial objectives.

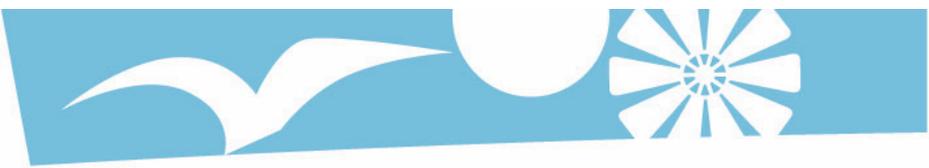
Operational Accountabilities



6. Provide day-to-day leadership and guidance to the team, ensuring clarity of purpose, effective workload management, and a supportive environment that enables high performance and professional growth.
7. Deliver integrated planning and reporting activities, including preparation of annual reports, and operational plans, performance reports, and compliance documentation that support transparency and informed decision-making.
8. Maintain and enhance systems and tools that support planning, governance, risk, asset management and portfolio functions, ensuring data integrity, usability and continuous improvement.
9. Coordinate the development and review of corporate documents, including policies, registers, and reporting frameworks, ensuring consistency, accessibility and alignment with Council's standards, building organisational awareness and capabilities.
10. Monitor service delivery and operational performance, identifying opportunities to refine processes, improve outcomes and ensure Council's services remain efficient, responsive and aligned with community needs.
11. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
12. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
13. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
14. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
15. Undertake other relevant duties as directed, consistent with skills, competence and training.

Leadership Capabilities:





Position Requirements:

Skills/Competencies

1. Demonstrated ability to lead and manage multidisciplinary teams, with a focus on collaboration, accountability and performance.
2. Strong understanding of governance, risk management and compliance frameworks within a local government or similar context.
3. Proven capability in coordinating integrated planning and reporting processes that support strategic alignment and organisational performance.
4. Ability to interpret and apply asset management and portfolio governance principles to support sustainable service delivery and investment decisions.
5. Well-developed analytical, communication and stakeholder engagement skills, with the ability to provide clear advice and support informed decision-making.

Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in public administration, business, governance, risk management or a related field, or equivalent experience in a similar position.
2. Demonstrated experience in leading corporate and business strategic planning, governance, risk or asset management functions within a complex organisation.
3. Proven ability to manage teams and deliver outcomes aligned with organisational priorities.
4. Strong understanding of legislative and compliance requirements relevant to local government.
5. Possess and maintain a current motor vehicle driver licence.

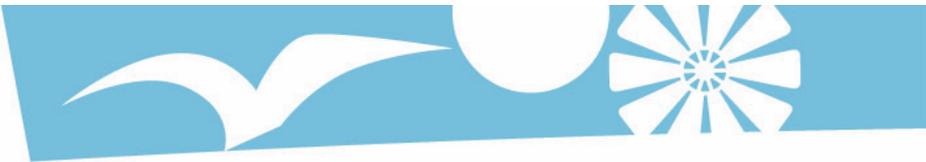
Desirable Qualifications, Licences and Experience

1. Postgraduate qualifications in governance, strategy, risk management or a related discipline.
2. Experience working in a local government or public sector environment.
3. Familiarity with integrated planning and reporting frameworks.
4. Knowledge of enterprise risk and assurance systems.
5. Experience in strategic asset management or portfolio governance.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.





6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s knowledge library.





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SELECTION CRITERIA

Position Number:	3779	Position Status:	Contract Limited Term
Portfolio:	Corporate Services	Classification:	Supplementary Contract
Business Unit:	Strategy Governance & Planning	Reports To:	General Manager Corporate Services
Team:	Strategy Governance & Planning Management	Revised:	March 2026

1. Mandatory Qualifications:

- Tertiary qualifications in public administration, business, governance, risk management or a related field, or equivalent experience in a similar position.
2. Proven capability to lead and develop high-performing teams, with a focus on collaboration accountability and high-performance.
 3. Demonstrated experience in corporate and strategic planning, including integrated planning, reporting methodologies and the use of data-driven insights.
 4. Strong knowledge of governance, risk and compliance frameworks with a complex or public-sector environment.
 5. Highly developed analytical, communication and stakeholder engagement skills to provide clean advice and support informed decision-making.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

