

Job title: Corporate Reporting Officer	
Classification: Band 5	Effective Date: July 2022
Reports to: Coordinator Corporate Planning and Performance	Tenure: Permanent

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

As a key player in supporting Whitehorse City Council's corporate planning and performance reporting, this role offers a thrilling opportunity to drive the organisation towards its goals. The successful candidate will take charge of administering processes, managing projects, and offering guidance to service areas and teams across council. This role will also be responsible for preparing performance reports that will serve as a vital tool in measuring organisational success. With a keen eye for research, data analysis and benchmarking, you will assist teams across Council in identifying appropriate performance measures.

Key Responsibilities

Position Specific Responsibilities

- Assist in the development, implementation, and review of documents that make up Council's integrated planning framework including the Whitehorse Community Vision, Council Plan, and Annual Report, bringing to life the community's vision and tracking progress towards organisational goals.
- Champion better practice approaches to strategic documents and maintain a register of Council's strategic policies, Council strategies and plans, driving alignment and integration across teams.
- Prepare visually engaging quarterly performance reports in accordance with legislative requirements and Council's integrated framework, provide other corporate reports as required.
- Assist in the preparation of audit activities and formal submission processes in accordance with State Government requirements and use the insights from these processes to continuously improve.
- Contribute to the ongoing management of Council's integrated planning and reporting, performance monitoring and community reporting through assisting teams in the identification of performance indicators and appropriate objectives and actions.
- Undertake audits of reporting data prepared by teams to validate integrity and coordinate external auditing processes.
- Undertake research, analyse data, provide advice, and undertake project work to support delivery of a range of corporate and community planning activities.
- Source quantitative and qualitative data relevant to Council for inclusion in external reporting documents such as Council Report, Annual Report,

Business Plans and other strategic documents as required. Ensuring Council's reporting reflects the community's needs and organisational aspirations.

- Utilise CammsStrategy software to assist and provide training in corporate planning and performance reporting processes of the organisation.
- Collaborate with the Community Engagement and Development Team to undertake effective community and internal engagement. Ensure that all stakeholders are consulted in the preparation and review of Integrated Planning and Reporting documentation, making it a community-driven process.
- Lead by example and create a culture of accountability for Corporate planning and reporting across the organisation by coaching, guiding, and supporting teams and individuals on their obligations
- Drive continuous improvement by identifying and implementing opportunities.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: This position is required to provide support to the Coordinator in the development of the Corporate Planning and Reporting Team budget and effective management of relevant resources.

Staff responsibility: This position may be responsible for the supervision of students.

Decision Making:

This position is responsible for –

- Procedure development and the interpretation of policies and procedures and identify opportunities for improvement.
- Research, data analysis and planning to support decision making and recommendations. Displaying judgement and discretion in communications with Managers, Senior Management, Council and external agencies.

Key Relationships

- The position is required to establish and maintain effective professional relationships with the Executive Leadership Team, Managers and all staff across Council.
- Support the coordination of reporting functions with Council's Service Excellence and Financial Planning and Analysis Teams.
- The position is required to contribute to the education of individuals and teams in the development of strategy, department plans and reporting requirements for their areas of responsibility.
- Gain cooperation and assistance from clients, external organisations and other employees in the administration of the corporate planning and performance functions.

Skills and Attributes

This position is required to display

- Evaluation, analytical and problem solving skills.
- Strong levels of attention to detail and accuracy.
- Well-developed business-writing skills.
- Management of Information Technology Systems including upgrade and testing procedures and user access management.
- An understanding of appropriate use and types of performance measures.
- High level organisational skills including project and task management and proven ability to meet deadlines.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Qualifications and Experience

- The qualifications may be acquired through completion of a degree or diploma with little work experience. Alternatively, relevant experience in a similar role with a certificate qualification in Commerce, Business or relevant field desirable.

Technology

- Demonstrated knowledge and efficiency in the use of MS Office applications and ability to learn other relevant applications.

Interpersonal

- Demonstrated ability to work as an effective team member and work independently
- Ability to gain co-operation from other employees in the administration of defined activities and establish constructive relationships with senior management and Council in the delivery of role.
- Ability to write clear, concise, and well-structured reports, papers, presentations for a wide range of audiences.

Leadership/management:

This position require skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Key Selection Criteria

1. Relevant experience in a similar role is required with a certificate qualification in Commerce, Business or relevant field desirable.
2. Demonstrated understanding of the role of strategic planning and policy development in shaping organisational outcomes.
3. Ability to gain the cooperation of others in the achievement of shared goals.
4. Well-developed written communication skills for the preparation of reports, procedures, guidelines, public presentations for a wide range of audiences.
5. Ability to develop effective working relationships with people from a wide range of disciplines and levels.
6. Sound analytical and problem solving skills with demonstrated experience in undertaking research, analysing data and writing reports.
7. Well-developed verbal communications skills
8. Demonstrated experience in the delivery of projects on time and in full with required level of competency, attention to detail and high degree of accuracy within agreed timelines.



PHYSICAL AND FUNCTIONAL REQUIREMENTS CHECKLIST

Position: Coordinator Reporting Officer

PHYSICAL FUNCTIONAL DEMANDS (POSTURE AND MANUAL HANDLING)

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
Standing Tasks involve standing in an upright position.	<ul style="list-style-type: none"> Meeting with Council officers. Including review, display and sorting of documents 	Occasional		
Squatting Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Occasional Once per day		
Kneeling Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Occasional Once per day		
Walking Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> Regular interval throughout the day, short distances 	Regular short distances < 50m, Trolley used when appropriate to aid in manual handling		
Lifting (Floor to waist) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files 	Short distances, stable load < 5kg		
Lifting (Between waist and shoulder) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one	<ul style="list-style-type: none"> Maybe required through general workplace tidying, setting up work spaces 	Rarely; ≤ 2 times/day, approximately 15 minutes each Rarely; ≤ 2 times/day, approximately 15 minutes each??		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
position to another, using the hands.				
Lifting (Overhead) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	•	Unlikely		
Reaching forward Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> • General tidying of area • Accessing cupboards 	Occasional Once per day		
Pushing/Pulling Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> • Movement of objects, documents and other equipment at workstation 	Occasional		
Hand/arm dexterity Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> • Photocopying of documents • Using the telephone • Preparation of correspondence 	Daily, intervals across 7.6 hours Up to 7.6 hours a day, head set offered, supplied phone headsets recommended Occasional		
Handwriting Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> • Note taking, planning 	Daily intervals across 7.6 hours		
Keyboard duties Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> • Data Entry, emails, Phone interaction, reports, correspondence etc 	Frequent daily, intervals across 7.6 hours		

COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
Decision making The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		
Degree of Self-Supervision The ability to work effectively without supervision.			✓			
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.		✓				
Problem Solving and Analysis The ability to work effectively at solving problems and analysing situations and information.				✓		

PHYSICAL FUNCTIONAL DEMANDS (SENSORY)

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
Vision Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				
Smell Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
Touch Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

Mandatory Personal Protective Equipment:

- Required when visiting some work sites where it is mandatory e.g. Operations Centre yard or workshop.

Any other relevant comments:

This position is likely to require some out of hours work to facilitate workshops and contribute to community engagement activities.