

Whitehorse City Council

Position description

Position title: Strategic Analyst	
Classification: Band level 8	Effective Date: September 2028
Reports to: Manager Integrity & Performance	Tenure: Fixed term to 30 June 2028

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATE - Our Values and Behaviours:

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

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



Goal Statement

The Strategic Analyst strengthens enterprise strategic alignment and decision quality by analysing Council's strategies, plans, policies, projects, risks, resources and performance as a connected system. The role converts complex organisational information into clear strategic insights, options and advice for senior leaders and decision-makers.

The position supports the development and operation of Council's integrated strategic analysis and decision-support capability. This includes identifying alignment, conflicts, duplication, gaps, dependencies, sequencing requirements, trade-offs and delivery constraints across the organisation and using technology-assisted analysis to support, rather than replace, professional judgement.

The position also leads the development and ongoing stewardship of Council's strategic framework and document architecture. This includes establishing a clear hierarchy from Council's Tier 1 enterprise documents through to strategies, plans, policies and operational instruments, defining the purpose and relationship of each document type and progressively rationalising Council's suite of strategic documents.

Working across departments, the Strategic Analyst promotes consistency in strategic terminology, structure, evidence, governance, ownership and review arrangements. The role provides an independent enterprise perspective, facilitates robust strategic challenge and helps ensure that Council's strategic commitments are coherent, realistic, prioritised, financially informed, risk-aware and capable of implementation. The role also builds enterprise-wide thinking and strategic acumen across senior leadership by strengthening understanding of organisational interdependencies, trade-offs and collective priorities.

Role outcomes

- A clear enterprise view of how Tier 1 (Council Plan, Asset Plan and Long Term Financial Plan) enterprise documents connect with strategies, plans, resources, risks and major initiatives.
- A coherent strategic document architecture with defined document categories, relationships, ownership arrangements, approval pathways and review cycles.
- A progressively rationalised suite of strategic documents that reduces duplication, inconsistency, unsupported commitments and unnecessary complexity.
- Consistent minimum standards for the structure, evidence, terminology, governance and review of strategies, plans and policies.
- High-quality strategic analysis that supports prioritisation, sequencing and transparent trade-offs.



- An established cross-organisational “round table” for strategy and plan assessment that enables structured peer review, constructive challenge and enterprise-wide consideration before proposals progress.
- Stronger alignment between the Council Plan, Long Term Financial Plan, Asset Plan, budget, capital program, service planning and supporting strategies.
- An embedded and sustainable strategic analysis and decision-support capability that combines technology-assisted analysis with accountable human judgement.
- Earlier identification of strategic conflicts, unfunded commitments, capacity constraints, dependencies and emerging risks.

Key Responsibilities

Position Specific Responsibilities

Enterprise strategic analysis

- Analyse strategies, plans, policies, projects, risks and performance information to assess alignment with Council priorities and enterprise direction.
- Identify conflicts, duplication, gaps, dependencies, cumulative impacts, sequencing issues and trade-offs across strategic commitments.
- Assess the strategic, financial, asset, workforce, technology, risk and delivery implications of proposals, drawing on subject-matter expertise across Council.
- Prepare evidence-based options, scenarios, briefings and recommendations that clearly distinguish facts, assumptions, constraints and judgement.
- Maintain an enterprise view while recognising differentiated community, service and operational needs.

Strategic analysis and decision support

- Support the design, implementation and continuous improvement of Council’s enterprise strategic decision-support framework.
- Use technology-enabled analytical capabilities to synthesise organisational documents and information and surface strategic insights for professional review.
- Develop and maintain practical assessment criteria, analytical methods, templates and taxonomies that promote consistency, transparency and traceability.
- Translate analytical findings into clear questions, choices, options and consequences for leaders and decision-makers.
- Apply appropriate quality assurance, source validation, version control and transparent documentation of methods, assumptions and limitations.
- Test whether strategic analysis and decision-support methods are producing reliable, useful and decision-relevant outcomes.



- Ensure technology-assisted analysis augments, rather than replaces, accountable human judgement and specialist expertise.

Strategic framework and document architecture

- Develop and maintain Council's enterprise strategic framework, including a clear hierarchy of Tier 1 enterprise documents and their relationship with strategies, plans, policies and operational instruments.
- Define the purpose, scope, authority and appropriate application of each strategic document category.
- Map the relationships, dependencies and lines of sight between Council's strategic documents, organisational priorities, resources and delivery arrangements.
- Establish and maintain a strategic document register recording hierarchy, ownership, status, approval authority, dependencies and scheduled review dates.
- Review Council's strategic document portfolio and identify documents that should be retained, consolidated, reclassified, revised, replaced or retired.
- Develop minimum standards, templates and guidance for strategic documents, including requirements for purpose, evidence, alignment, financial and resource implications, risk, actions, measures, accountabilities and review.
- Promote consistent terminology, structure and presentation while recognising legitimate differences in subject matter, statutory requirements and audience.
- Work with document owners to resolve overlap, ambiguity, conflicting commitments and unnecessary duplication.
- Support governance arrangements for the commissioning, development, approval, monitoring, review and retirement of strategic documents.

Strategic governance and planning

- Support strategic review and challenge processes before proposals progress to executive or Councillor consideration.
- Contribute to integration of strategic planning, budgeting, performance, risk, service planning, benefits and major project oversight.
- Assist with prioritisation and portfolio conversations, including what should commence, continue, change, pause or stop.
- Monitor material changes in the internal and external environment and assess potential implications for Council's strategic position.

Engagement, facilitation and capability

- Build trusted relationships with executives, managers, subject-matter experts and corporate enabling functions.
- Facilitate structured strategic conversations that encourage constructive challenge, lateral consideration and enterprise thinking.



- Communicate complex analysis in concise, accessible written, visual and verbal formats suited to different audiences.
- Build organisational capability in strategic analysis, systems thinking, option assessment, prioritisation and evidence-based advice.
- Work collaboratively while maintaining professional independence, objectivity and the confidence to raise uncomfortable issues respectfully.

Continuous improvement and responsible technology use

- Identify opportunities to improve the quality, efficiency and reusability of strategic analysis and decision-support processes.
- Use business intelligence, data analysis and artificial intelligence tools responsibly to augment analysis, not replace accountable human judgement.
- Evaluate whether analytical tools and methods are producing useful, reliable and decision-relevant outcomes.

Corporate Responsibilities

Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.

- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Organisational Reporting Analyst

Judgement and Decision Making

- Exercises high-level judgement in problems where information is incomplete, ambiguous, contested or distributed across multiple sources.



- Determines appropriate analytical methods and the level of depth proportionate to the significance, risk and urgency of an issue.
- Distinguishes correlation, evidence, assumption and opinion and communicates material limitations transparently.
- Balances enterprise alignment with service context and recognises when specialist, legal, financial, technical or community advice is required.
- Anticipates second-order impacts and unintended consequences and frames practical options rather than presenting analysis in isolation.

Specialist Knowledge and Skills

Licences and Experience:

- No mandatory licence is required for this role, other than the application requirements listed below. Substantial relevant experience in strategic analysis, policy, governance, planning, performance, risk, finance, data analytics or a related discipline is required.
- Advanced strategic analysis, systems thinking, policy analysis, option assessment and synthesis skills.
- Advanced understanding of strategic frameworks, document architecture, policy hierarchies and integrated planning.
- Ability to develop taxonomies, document classifications, governance standards and practical templates for use across a complex organisation.
- Ability to assess the continuing relevance, coherence and organisational value of strategies, plans and policies.
- Understanding of document lifecycle governance, including commissioning, development, approval, implementation, review, consolidation and retirement.
- Strong understanding of organisational performance, risk, financial and asset planning and major initiative governance in a complex organisation.
- Ability to analyse qualitative and quantitative information and translate it into clear strategic insight and decision-ready advice.
- Highly developed writing, visual communication, briefing and presentation skills.
- Practical understanding of the responsible use of artificial intelligence, business intelligence and analytical tools in organisational decision support, including source validation, information quality, privacy, security, transparency and human accountability.
- Well-developed capability with Microsoft 365 and analytical or visualisation tools. Experience with Power BI or comparable tools is desirable.



Technology:

- Essential technology capability includes Microsoft 365 and analytical or visualisation tools. Experience with Power BI or comparable tools is desirable.

Qualifications and Experience

Qualifications/ Certificates:

- Relevant tertiary qualification in public policy, strategy, economics, business, governance, planning, finance, data analytics or a related discipline, with substantial relevant experience. A lesser qualification combined with extensive relevant experience may be considered.
- Demonstrated experience undertaking complex strategic, policy, enterprise or portfolio analysis in local government, the broader public sector or another complex service organisation.
- Demonstrated experience developing or improving strategic frameworks, policy or document hierarchies, including establishing practical standards and rationalising complex document portfolios.
- Demonstrated experience synthesising multiple strategies, plans, data sources and stakeholder perspectives into coherent options and recommendations.
- Experience preparing high-quality advice for executive, board, council or comparable senior decision-making forums.
- Experience in facilitation, strategic planning, corporate planning, organisational performance, governance, risk or portfolio prioritisation is highly desirable.
- Experience applying business intelligence, advanced analytics or artificial intelligence to strategic analysis is desirable.

Interpersonal Skills

- Plans and delivers complex analytical work across multiple priorities and deadlines.
- Influences without relying on formal authority and works effectively across organisational boundaries.
- Builds credibility through objectivity, discretion, reliability and informed professional challenge.
- Facilitates constructive discussion where priorities or evidence are contested.
- Works independently and collaboratively, seeks expert input and incorporates feedback without losing analytical integrity.
- Demonstrates resilience, curiosity and sound judgement in a complex environment.



Key Relationships:

Executive Leadership Team, Managers, Project and strategy leads, Finance, Assets, People & Culture, Technology, Data & Analytics, Corporate Planning and Performance and Governance and Risk.

Management Skills

- Ability to lead and influence key stakeholders across organisational boundaries.
- Ability to manage own time, set priorities and deliver complex analytical work to agreed standards and deadlines.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

Key Selection Criteria

1. Demonstrated capacity to provide high-level strategic analysis, systems thinking and professional judgement in a complex local government environment, including the ability to assess Council strategies, plans, policies, projects, risks, resources and performance as an integrated enterprise system.
2. Demonstrated ability to identify and advise on strategic alignment, conflicts, duplication, gaps, dependencies, sequencing requirements, financial and resourcing implications, trade-offs and delivery constraints across organisational priorities.
3. Demonstrated experience developing, improving or stewarding strategic frameworks, policy architecture, document hierarchies or governance standards, including document classification, ownership, approval pathways, review cycles and portfolio rationalisation.
4. Demonstrated ability to synthesise qualitative and quantitative evidence from multiple sources and prepare concise, balanced and decision-ready insights, options, scenarios, briefings and recommendations for executives, Councillors or other senior decision-makers.
5. Strong understanding of integrated planning in local government, including the relationships between the Council Plan, Long Term Financial Plan, Asset Plan, budget, capital program, service planning, risk, performance, workforce and technology planning.
6. Highly developed communication, facilitation and influencing skills, including the ability to build trusted relationships across departments, lead constructive strategic challenge, communicate complex issues clearly and maintain independence, objectivity and discretion.



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/ Duration of performance of task per day
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	N/A	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	N/A	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	N/A	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	N/A	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	N/A	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer at a workstation	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Necessary in order to effectively and safely perform roles and responsibilities	

Any other relevant comments: