

POSITION DESCRIPTION

Effective from: September 2019

Position Title	Corporate Planning Business Partner
Reporting To	Manager Corporate Planning
Directorate	Corporate Services
Location	Dunedin

Our Organisational Values and Behaviours

Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> ▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness 	<ul style="list-style-type: none"> ▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work 	<ul style="list-style-type: none"> ▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership 	<ul style="list-style-type: none"> ▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all 	<ul style="list-style-type: none"> ▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why' 	<ul style="list-style-type: none"> ▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The primary purpose of this position is to support the delivery of Council's operational performance reporting process, including the administration of the reporting system OPAL, advice to the Corporate Services Management Team on process improvement, and support to managers on effective reporting.

A secondary or broader purpose of this position is to support the Corporate Planning Manager to deliver corporate planning process, including the Long Term and Annual Plans.

Results Area	Activities	Expected Outcome
Manage the Reporting System	<p>Manage the day to day tasks that enable effective use of the system and achieve desired customer service.</p> <p>Lead the client / vendor working partnership and relationship.</p> <p>Liaise with the Council IT Department regarding core system and process needs.</p>	<ul style="list-style-type: none"> • Corporate Planning Team are confident in how the reporting system is being deployed. Customers are satisfied. • Council expert user of the OPAL System.
Manage the reporting process	<p>Provide leadership to the Corporate Planning Team on the development of reporting process and deliverables.</p> <p>Manage the communication of process to internal customers.</p>	<ul style="list-style-type: none"> • A process exists, has been communicated, and is supported to the degree that staff understand what is required. • Staff involved in the process are

	<p>Liaise with Management Accountant and Corporate Performance Business Partner.</p> <p>Add value to key process deliverables such as the reports to ELT and Council.</p>	<p>working in a co-ordinated and timely way.</p> <ul style="list-style-type: none"> Process deliverables inspire confidence i.e. reliable, accurate, and relevant.
Business Improvement & Development	<p>Provide leadership for the Corporate Planning Team to improve the use of the reporting system (OPAL).</p> <p>Manage the implementation of the system development.</p> <p>Map key process.</p> <p>Support the Corporate Planning Team to research, consider and implement broader system, process and customer service improvement.</p>	<ul style="list-style-type: none"> Wider corporate services team provide positive feedback about the contribution to business improvement & development. Councils use of OPAL is optimised.
Customer Service - Analysis, Guidance & Advice	<p>Develop enough understanding of Council activity to add value within the planning or reporting process.</p> <p>Review and provide feedback on performance commentary.</p> <p>Provide training support on reporting practice.</p> <p>Complete cover reports to introduce monthly, quarterly and annual reporting.</p>	<ul style="list-style-type: none"> Ability to draft an executive summary at a consolidated level. Or identify and draw attention to potential issues. Positive trend in the quality of management input (performance commentary). Management receive 'value add' feedback about their input and participation to support the above improvement.
Projects	<p>Contribute to Annual Report project.</p> <p>Contribute to the Long-Term Plan and Annual Plan project.</p> <p>Support the Corporate Planning Team to deliver Strategy and Policy Reviews required under the Local Government Act 2002.</p>	<ul style="list-style-type: none"> The Annual Report and 'Summary' is delivered within the statutory timeframe.
Other Duties	<p>Contribute to the flexibility, agility and adaptability of your team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Otago Regional Council in all that you do.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with ORC processes and reflects best practice.

		<ul style="list-style-type: none"> • Where you are unsure, questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
Professional and Career Development	<p>Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • A minimum of two performance related meetings [outside of the formal review process] annually.
Health & Safety	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p> <p>Champion a culture that supports and maintains 'Doing Safety Differently', (the well-being of all ORC employees, and all those that we work with) environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others. • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.

Relationships

- Manager Corporate Planning
- Management Accountant
- Corporate Performance Business Partner
- Council's reporting system vendor - Praxxis Group Ltd
- Executive Leadership Team
- Managers and Team Leaders

Person Specification		
The expertise and competencies required for a person to reach full competency in the role.		
	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A tertiary qualification 	<ul style="list-style-type: none"> • A tertiary qualification with a strong Commerce, business management or economics component. • Project management qualification or training.
Experience	<ul style="list-style-type: none"> • Communication in a business environment, or can demonstrate communication skills, particularly written. • Achieving an outcome through a group/team effort. 	<ul style="list-style-type: none"> • Reporting or database applications. • Influencing or guiding others towards a desired approach or outcome. • Local Government or a public service provider.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong organisational skills and processes. • Ability to work in a complex work environment, deal with ambiguity and across functions. • Base understanding of Local Government/public service provider. 	
Personal Qualities	<ul style="list-style-type: none"> • Can build effective relationships with all levels of the company. • Self-managed and can take the initiative • A strong customer focus including the ability to empathise with the situation and managers requirements and use communication and solutions that provide 'value'. 	

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.