



Job Description Form

Manager Business Planning

Position Number:	100520	Portfolio:	Strategy and Performance
Classification:	Level 7	Reports to:	Senior Manager Strategy and Performance L8
Location:	Joondalup	Direct Reports:	1

Description

The Manager Business Planning manages the program of works and relationships necessary to shape and deliver strategic outcomes for the Department through driving the adoption of contemporary approaches to strategic planning, operational planning and evaluation.

Responsibilities

In context of above description, the role:

- Designs, implements and embeds an integrated planning framework across the Department.
- Facilitates strategic planning processes with the Corporate Executive, including the development and review of strategic plans that set the long-term direction for the Department.
- Providing high level strategic advice to senior leadership on strategic planning and business opportunities.
- Facilitating an annual organisational planning process that sets the forward work program for the Department in alignment with the strategic plan.
- Facilitating the prioritisation of the Department's key programs with Corporate Executive.
- Works collaboratively with senior leaders and corporate support areas to manage change processes arising from new priorities, restructures or resource shifts.
- Providing strategic advice for leaders across the Department in the development of business cases for strategic projects and initiatives.
- Leading research and environmental scanning to diagnose the strategic needs of the business through the evaluation of the department's internal and external contexts.
- Leading the development of reporting to provide insights and support decision making for Corporate Executive.
- Designs and maintains effective evaluation mechanisms to measure organisational performance, including the continuous review and improvement of departmental KPIs..
- Leading and managing a small team of analysts and planners, working with consultants and representatives from across the Department in a manner consistent with the Department's values.
- Promotes a positive and inclusive work environment that empowers, motivates and develops staff, ensuring the Department has an optimal mix of appropriately skilled employees to meet current and future needs.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.



Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You have significant experience in leading the design and delivery of corporate strategy, organisational planning, and organisational reporting and evaluation mechanisms (*you deliver on high leverage areas*).
2. You demonstrate highly developed interpersonal and facilitation skills, enabling you to build and maintain strong stakeholder relationships that support the successful adoption of effective strategic and organisational planning (*you dynamically sense the environment*).
3. You possess highly developed analytical and problem-solving skills, which you apply to support the development of organisational plans and the production of meaningful business insight reports (*you think through complexity*).
4. You have highly developed communication skills, allowing you to articulate complex information and present it in a clear, concise, and confident manner to a range of audiences (*you dynamically sense the environment*).
5. You demonstrate highly developed leadership and management capabilities, enabling you to empower, motivate, and develop staff to achieve organisational outcomes (*you lead collectively*).

Desirable

6. Relevant tertiary qualification.

Special Requirements

- The department will conduct a national police check before offering employment.