Head of Strategy and Policy Impact
Position Snapshot

The Head of Strategy and Policy Impact is responsible for leading the ‘whole of Council’ strategy and research function to build a sound evidence base to influence government policy, optimise funding and investment to deliver community value and realise the vision set out in Wyndham 2040.

By also leading the City Transformation Team, a clear emphasis on city transformation in leading organisational excellence and maximising the public value and impact of our services will be realised.

**Key responsibilities include:**

- Develop and implement an Intergovernmental Relations Strategy to drive Council’s approach to working with State and Federal Governments; including a bi-annual program informed by the Executive Leadership Team, Mayor and Councillors.
- Lead, plan and drive major reviews and change management initiatives directed towards enhancing the delivery of Council’s services from a city transformation perspective.
- Provide strategic advice and policy guidance to Council’s Executive Leadership Team; particularly regarding enhancing Council’s intergovernmental relations approach and effective influence on representative agencies.
- Lead and deliver Council’s Integrated Annual Plan and Budget process; and Four Year City Plan based on sound community engagement practice as part of Wyndham 2040.
- Prepare, implement and regularly measure a set of Livability indicators to understand the impact of Council and Government decision making over time.
- Develop and implement Council’s Stakeholder Engagement Strategy to enhance Wyndham’s profile to advance policy with Government, and partnership opportunities with the private sector through strategic engagement with stakeholders including key events and thought leadership approaches.
- Maintain a central ‘office function’ for contact with State and Federal Government representatives, and co-ordinate Council’s response to external policies and strategies; whilst actively engaging with members of the Executive Leadership Team to ensure cross organisational alignment and buy in.
- Pro-actively monitor Government for legislative developments that may impact on Wyndham; and seek out opportunities to influence the agenda in partnership with the Executive Leadership Team, Mayor and Councillors.

As part of the CEO’s Office, contribute to shaping and delivering our strategic vision and drive an organisational culture that delivers Wyndham 2040 and high quality services and outcomes for the community.

**Your Areas of Responsibility**

- Intergovernmental Relations and Stakeholder engagement
- City Planning and Research
- Excellence @ Wyndham
- City Transformation (Cross Organisational Team)
- Strategy development and implementation
- Preparation of strategic interventions to tackle WICKED problems.
### Your Key Relationships

<table>
<thead>
<tr>
<th>Reports to</th>
<th>Chief Executive Officer</th>
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</thead>
</table>
| **Internal** | Mayor and Councillors  
Executive Leadership Team  
Wyndham Senior Management Team  
The Wyndham Team |
| **External** | Ministers & Senior Advisors  
Senior Officials across Federal and State Government  
MP’s and Electoral Officers  
NGAA  
Other Municipalities  
Local Government Bodies and Professional Associations  
Business and Community Leaders and Community Groups  
Council Committees  
Wyndham Community  
Service Providers and Consultants |

### Leading Our Wyndham, Towards 2040 - 9 Strategic Outcomes

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision: *Our Wyndham, Towards 2040*.

*Our Wyndham, Towards 2040* establishes the broad organisational priorities, goals and objectives that underpin our 9 Strategic Outcomes:

1. Financial Sustainability  
2. Flexible & Efficient Council  
3. People & Community  
4. Future/ Smart City  
5. Earning & Learning  
6. Leadership & Participation  
7. Empowered City  
8. Get Wyndham Moving  
9. Places & Spaces
Your Strategic Projects

Your Strategic Projects will be identified annually.

Your Division is responsible for sponsoring (or co-sponsoring) and delivering a range of strategic projects which underpin the achievement of one or more of the 9 Strategic Outcomes. Your initial Strategic Projects are: (Refer to your PDA for the detail deliverables)

- City Plan, Annual Plan & Budget 2017-2018
- Business Growth Seminars & Industry ‘Thought Leadership’ Events
- International Relations, Investment Attraction & Trade
- Intergovernmental Relations Strategy
- Community Engagement Platform
- Essential Services Commission Rate Capping
- Wyndham Livability Indicators Framework

Your Key Performance Indicators

To be successful in your role you will be measured against your ability to:
• deliver on Your Strategic Projects (as identified annually);
• demonstrate Your Personal Attributes;
• execute Your Key Responsibilities; and
• execute on the Shared Organisational Responsibilities.

Leading Our Wyndham, Towards 2040

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focussed on the vision: Our Wyndham, Towards 2040.

Your Personal Attributes

<table>
<thead>
<tr>
<th>Competencies</th>
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<tbody>
<tr>
<td>Strategic thinker</td>
<td>– you are able to contribute to and articulate a shared vision that inspires and influences staff to achieve the organisational vision and meet community aspirations.</td>
</tr>
<tr>
<td>Innovator</td>
<td>– you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high performance culture and excellence in service delivery.</td>
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<tr>
<td>Communicator</td>
<td>– you are able to develop and maintain positive relationships with key stakeholders and contribute to a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality.</td>
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<tr>
<td>Leader</td>
<td>– you lead by example and are able to inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness and life-long learning.</td>
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</table>
### Change agent
- you are agile and comfortable with change and you are able to manage, support and motive staff through change to achieve benefits for the organisation and the community.

### Team player
- you strongly support a collaborative culture and you are able to motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the community.

### Qualifications
- Relevant tertiary qualifications in a related field and preferable additional studies in business and / or management

### Experience
- Extensive experience in developing strategic relationships, alliances and partnerships with key government Ministers, senior advisors and other key agents.
- Demonstrated management experience in a complex and challenging organisation including developing and delivering strategic business plans, staff and contractor management, project management and service planning
- A thorough understanding of sound administrative, budgetary, contractual and financial procedures
- Proven ability to lead a high-performance team to deliver organisational objectives and innovative service and business improvements

### Specialist skills and knowledge
- A proven track record as a transparent and open strategic leader, with extensive networks, connections and ability to influence key decision makers.
- Extensive experience working at different levels of government in developing strategy and advising Board, Council or Ministers in the development of future directions
- Strong knowledge and understanding of strategic communications, issues management and stakeholder engagement
- Exceptional communications and interpersonal skills including the ability to build relationships, provide advice and support and present high level clear and concise verbal and written reports
- Strong organisational skills with proven ability to manage time, set priorities and meet deadlines and targets

## Your Key Responsibilities

### Strategic
- Provide strategic advice to the CEO, and Directors to ensure that Wyndham City Council is effectively positioned to meet its objectives as outlined in *Wyndham 2040*, and the *City Plan*.
- Analyse community, economic, environmental and government trends which underpin the development of Council strategies and plans
- Apply understanding of the political, social and legal environment and organisational context of Council to all initiatives and actions
- Provide sound and considered advice to Councillors, the CEO and Directors on new and emerging state and federal government policy directions
- Play a key role in identifying and achieving Wyndham’s key advocacy objectives
- Identify and plan for any strategic threats and opportunities which could impact the organisation
<table>
<thead>
<tr>
<th>Corporate</th>
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<th>Team</th>
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<tbody>
<tr>
<td>Live the City of Wyndham <strong>values and management behaviours</strong>, at all times setting a strong example for staff</td>
<td><strong>Lead and support the CEO and Directors in</strong> developing, mentoring and empowering staff to build leadership capacity and a high-performance culture and overseeing and reviewing staff performance in line with service planning, City Plan objectives and <em>Our Wyndham, Towards 2040</em></td>
<td></td>
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<tr>
<td>As part of the Senior Management Team inspire an <strong>organisational culture</strong> that rewards innovation, continuous improvement and service excellence</td>
<td><strong>Drive change and organisational improvements in</strong> intergovernmental relations and advocacy approaches.</td>
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<tr>
<td>Work across the organisation to secure <strong>cross-divisonal cooperation</strong> and collaboration to achieve best value for money and high quality outcomes for the community</td>
<td>Develop innovative and effective ways for the organisation to communicate, engage with and <strong>support Councillors</strong> and for Councillors to better connect and engage with other levels of government and key agencies</td>
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</tr>
<tr>
<td>Build a <strong>community first focus</strong> that encourages positive and proactive communication and interaction with all community members and stakeholders</td>
<td>Develop and implement projects and strategies that continuously improve and <strong>protect Council’s brand and reputation</strong> involving issues management, high quality communications with government and community engagement on politically sensitive issues.</td>
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<td>Ensure Council meetings, decision making practices and corporate business system are efficient and <strong>present the organisation</strong> as professional, accountable and transparent</td>
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<td></td>
<td>Undertake effective <strong>stakeholder management</strong> and partnering to achieve community outcomes including stakeholder identification, mapping and analysis</td>
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<td></td>
<td><strong>Represent Council</strong> at special meetings, public meetings, meetings with State Government agencies, and meeting with other agencies, promoters and businesses as required</td>
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<td></td>
<td>Implement a <strong>best value, community first</strong> philosophy to service delivery and continuous improvement</td>
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## Shared Organisational Responsibilities

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<thead>
<tr>
<th><strong>Organisational Values</strong></th>
<th>▪ Uphold and promote Council’s values of Community Focus, Integrity, Respect, Commitment, Leadership and Teamwork</th>
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</thead>
</table>
| **Safe Workplace**        | ▪ Undertake responsibilities in line with organisational Occupational Health and Safety (OH&S) policies and procedures including the Wyndham Health & Safety Management System Manual (procedure HS-002) to ensure a safe environment for staff and visitors  
  ▪ Display and promote safe actions in the workplace at all times |
| **Policies and Procedures** | ▪ Undertake responsibilities in line with all Council policies related to the position including: Equal Employment Opportunity, Record Keeping, Procurement, Staff Management and Community Engagement  
  ▪ Ensure all team operations comply with relevant statutes, ordinances, regulations, by-laws and Council policies |
| **Legislative Framework** | ▪ Complete responsibilities of this position in line with the relevant legislative framework.  
  ▪ Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed |
| **Risk Management**       | ▪ Adopt a proactive risk management approach to all relevant Council activities and in accordance with Wyndham’s Risk Management Policy  
  ▪ Create an environment where managing risk is accepted as the personal responsibility of each employee |

## Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

| **Office Duties** | ▪ Sitting at a workstation on an adjustable office chair, general office based work, using a computer for up to one hour at a time, followed by a break  
  ▪ Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries |
| **Driving**        | ▪ Required to drive private or Council owned vehicle |
| **Other**          | ▪ Driving Private/Council owned vehicle/s whilst carrying out the responsibilities of the position |
Selection Criteria

- Demonstrated track record of leading and developing high level strategies in partnership with key stakeholders that make a tangible difference in community

- Extensive experience in the design and implementation of successful political campaigns across diverse areas involving Councillors, community members and other key stakeholders

- Highly sophisticated knowledge of State and Federal Governments and the policy making, regulatory, legislative and service delivery processes that surround them

- Sound understanding of National and State party politics, and demonstrated ability to leverage positive outcomes through political channels.

- Proven success in leading organisational transformation; and achieving clear alignment to strategic priorities across a large and diverse organisation.

- Proven track record in intergovernmental relations across State and Federal Governments including existing networks and evidence of successful relationship building and high level political influencing

- Demonstrated ability to interact effectively and persuade at the corporate, political and institutional levels

- Ability to think and act both strategically and creatively, especially with respect to synergies between developer, community and business interests and public policy goals

- Demonstrated skills in project management, strategic planning and service planning, organisational planning and reporting and continuous improvement principles or programs

- Exceptional leadership skills; and demonstrated ability to collaborate with colleagues and motivate and inspire staff to achieve their potential; resulting in a high-performance team.