

## POSITION DESCRIPTION

POSITION TITLE:	<b>Service Planning Analyst</b>
DIVISION:	<b>Customer and Strategy</b>
DEPARTMENT:	<b>Organisation Performance and Strategy</b>
SECTION:	<b>Service Transformation and Innovation</b>
CLASSIFICATION:	<b>Band 6</b>

### POSITION OBJECTIVES:

Hume City Council (Council) is transforming to become a modern council putting the customer and community at the centre of the services, facilities, and infrastructure it delivers.

We are seeking a strategic thinker who is organised and personable to join our Organisational Performance & Strategy department. The position will work across the whole organisation and play a key role in service planning, ensuring that Council services meet the current and future needs of the community, and remain relevant and financially sustainable.

The key objectives of the position are:

- Support the optimisation of Council services to meet the community's current and future needs, remain relevant and be financially sustainable.
- Provide support to the organisation to analyse services, continuously improve, and achieve service excellence.
- Provide support to the organisation regarding service management, service planning, service delivery, service reviews, service improvement, service design and systems thinking.

## KEY RESPONSIBILITIES AND DUTIES:

### Service Planning:

- Support the organisation to meet the Local Government Act 2020's service performance principles.
- Support the implementation of the organisation's approach to service management including service planning, service delivery, service reviews, service improvement, service design and business analytics.
- Assist with research and analysis of current and future trends in local government service delivery and recommend innovative service delivery options for Council services.
- Assist with engaging the community to understand current and future service needs.
- Build strong stakeholder relationships internally and externally to drive efficiency opportunities.
- Support service areas to develop and implement service plans.
- Support service areas to undertake service reviews.
- Support the implementation of endorsed service review recommendations.

### Other responsibilities and duties:

- Support the facilitation of project working groups, meetings and workshops, as well as planning sessions to determine customer and stakeholder needs.
- Contribute to the implementation of the Integrated Planning and Reporting Framework.
- Contribute to the development of organisational documents including the Service Planning Policy and Framework.
- Develop and maintain key project documentation, including project plans.
- Build a strong network across the organisation and take a holistic, organisation-wide, proactive approach to the delivery of all projects.

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## ORGANISATIONAL RELATIONSHIPS:

Reports to:	Senior Lead – Service Transformation and Innovation
Supervises:	N/A
Internal Contacts:	All levels of staff and management at Council, in all service areas
External Contacts:	LGPro and the Local Government sector

## ORGANISATIONAL CONTEXT

### VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

### MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

### OUR VALUES

At Hume City Council, our Values underpin everything that we do.



**We're better, every day**

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



**We're in it together**

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



**We show up**

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



**All for Hume**

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

## WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

## RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

## STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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## SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

## ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

## ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

## HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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<b>POLICE CHECK:</b> The incumbent must have and maintain a current Police Check	
<b>WORKING WITH CHILDREN CHECK:</b> The incumbent must have and maintain a current Working with Children Check	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PRE-EMPLOYMENT MEDICAL CHECK</b> <ul style="list-style-type: none"> <li>The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug &amp; alcohol test. May also include cognitive assessment.)</li> <li>The incumbent must undergo a Pre-Employment Audio Test</li> </ul>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PSYCHOMETRIC ASSESSMENT</b> The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>OTHER DUTIES</b> Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values and associated guiding behaviours.
- Working within Council policies and procedures, including WHS, EEO, and the Code of Conduct.
- Providing accurate, timely and effective advice and solutions to employees across the organisation with service planning responsibilities.
- Undertaking service planning where the work may be investigative, analytical or creative.
- The freedom to act is subject to regulations, appeal or review and is governed by clear objectives, with a regular reporting mechanism to ensure adherence to policies.
- Managing workflows efficiently, planning and executing assigned tasks, and offering technical guidance where required.
- Providing input into policy development within their area of expertise.

### JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Providing accurate and timely advice and support to the organisation relating to service planning.
- Applying sound judgement using procedures developed from theory or precedent, and using initiative, creativity and originality when making decisions to problems not previously encountered.
- Demonstrating adaptability and critical thinking, adjusting approaches as needed to thrive in dynamic environments.
- Maintaining professionalism and acting with integrity at all times.
- Applying sound judgement in managing sensitive information, stakeholder requests, and time-critical tasks and knowing when to escalate issues to senior leaders where required.
- Guidance and advice is usually available.

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## **SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- Knowledge and skills relating to service planning, business analytics and continuous improvement principles.
- Understanding of the organisation's long term goals to support service planning programs and initiatives in line with industry best practice.
- Thorough working knowledge of a range of computer software including the Microsoft 365 suite. An understanding of PowerApps and PowerBI will be considered advantageous.
- Sound problem solving and analytical skills.

## **MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

- Skills in managing time, setting priorities, planning and organising one's work to achieve specific and set objectives in the most efficient way possible within the resources available and within agreed timeframes.
- An understanding of, and commitment to contributing to a culture of continuous improvement and innovative work practices as a means to achieving service excellence.
- Capable of supporting team members by providing on the job training on matters relating to the position.
- Demonstrated ability to ensure adherence to Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) legislation, policies and procedures.

## **INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Ability to investigate matters in a logical and analytical manner and present findings in an appropriate format.
- Ability to think strategically, be innovative when providing solutions to problems.
- Highly developed verbal and written communication skills with the ability to prepare and present concise reports and information for staff on matters relating to the position.
- Demonstrated skills in active listening, building relationships and collaborating with stakeholders.
- Ability to gain cooperation and assistance from internal and external stakeholders in the administration of defined activities.

## **QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

- Degree or Diploma in a relevant field, such as Business Analytics, Corporate Strategy, Strategic Planning, or Public and Social Policy and or a related discipline with relevant experience; or lesser formal qualifications with substantial experience in Business Analytics, Continuous Improvement or Service Planning.
- Demonstrated experience in project management, service planning, business analytics or continuous improvement.
- Experience working in Local Government or strong knowledge of the sector will be considered advantageous.

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## TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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## AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

## SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree or Diploma in a relevant field, such as Business Analytics, Corporate Strategy, Strategic Planning, or Public and Social Policy and or a related discipline with relevant experience; or lesser formal qualifications with substantial experience in Business Analytics, Continuous Improvement or Service Planning.
2. Demonstrated understanding of business analytics, service planning and continuous improvement.
3. Demonstrated ability to problem solve and implement continuous improvement activities.
4. Sound interpersonal skills with the ability to build and maintain relationships with stakeholders, and engage the community to understand service needs
5. Sound project management skills and effective time management, including the ability to set priorities, plan and organise work and manage conflicting priorities.
6. Sound conceptual and analytical skills including the ability to research, evaluate and draw conclusions from complex demographic and service data and information.