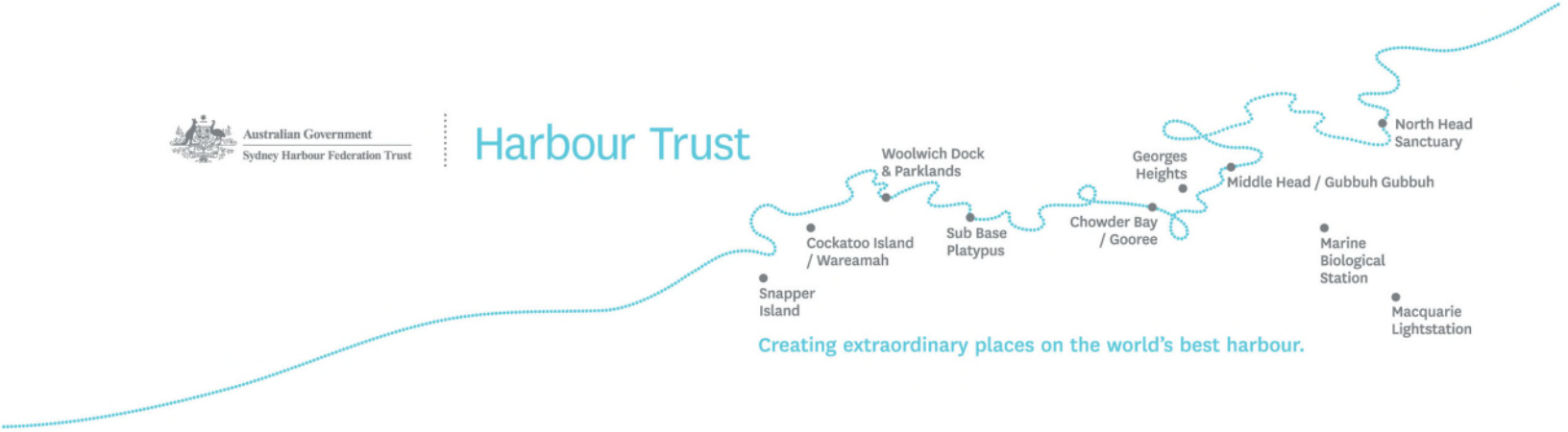


Position Description

Position	Manager Strategy
Directorate	Executive Director's Office
Location/s	Headland Park, Mosman
Reports to	Executive Director
Direct Reports	Nil
Enterprise Agreement Classification	Executive Level 1
Our Organisation	The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces. Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia's colonial, maritime and military history. For these reasons, they have significance on a national and international scale. Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging. Our volunteer program is integral to achieving our vision. Volunteer involvement is underpinned by strong staff ownership across the organisation for engaging and managing our volunteers.
Code of Conduct & Values	All employees at the Harbour Trust abide by the Harbour Trust's key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence. Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust's values, integrity and its good reputation.

Harbour Trust Behaviours	Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework: - We are ambassadors - We share information - Us not they - Collaboration is key - Caring for country mindset - We are all storytellers - Being constructive - Innovation mindset
Delegations	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

ROLE OVERVIEW:

The Manager Strategy works directly with the Executive Director and provides support to the Harbour Trust by actively contributing to the preparation and development of policy proposals for new strategic initiatives, the coordination of corporate planning, and the delivery of government reporting to the Commonwealth. This role is pivotal in ensuring the Harbour Trust sets out a clear strategy and to demonstrate it is meeting its objectives and fulfilling its purpose.

ROLE ACCOUNTABILITIES:

- Work closely with the Executive Director to lead the process of developing and drafting the Harbour Trust's Corporate Plan and Annual Report , including planning, consultation, coordination, and ensuring legislative and regulatory compliance.
- Work closely with the Executive Director to deliver results within the Harbour Trust's Performance Framework. Implement and manage systems and processes to monitor and track delivery and performance against the Corporate Plan, including recommending appropriate key performance indicators in collaboration with key stakeholders. Ensure that accountabilities are cascaded through business unit planning and integrated with performance management processes.

- Lead the development of the quarterly reporting and Annual Performance Statements. Report to relevant Executive, Trust Members and Departmental committees on the status of performance.
- Develop a good understanding of Government and Department priorities and prepare responses to Departmental and Ministerial queries, including Questions on Notice (shared responsibility), and the preparation of briefing notes for noting and approval.
- Scope and deliver strategic initiatives including business process re-engineering and policy development.
- Contribute to the preparation, development and delivery of business cases and New Policy Proposals to support financial sustainability of the Harbour Trust.
- Develop and nurture key relationships with senior stakeholders across the Harbour Trust, and our parent Department, including attending departmental meetings as required, and building strong collaborative relationships.

SELECTION CRITERIA

Essential *(Qualifications, attributes, skills and knowledge)*

- Three or more years of experience working in a Government (including government owned corporate entities) or private sector environment, as an executive officer, strategy analyst or in policy development or equivalent.
- Experience in data analysis, report writing and business requirements with excellent written and verbal communications skills.
- Organisational & business planning skills and demonstrated ability to provide proactive strategic advice and support.
- Demonstrated analytical, strategic and negotiating skills, together with proven experience in setting priorities, planning workload, meeting deadlines.
- Skilled in proactive and pragmatic approaches to delivering with and through peers, able to manage multiple and shifting priorities, able to deal with ambiguity.
- Strong knowledge of MS Office suite.
- Ability to effectively engage with senior management and staff at all levels.
- Demonstrated ability to maintain a high level of integrity, confidentiality, proactivity and professionalism.

Preferred *(Qualifications, attributes, skills and knowledge)*

- The ability to interpret and apply relevant legislative requirements (equivalent to the Harbour Trust Act and Public Governance, Performance and Accountability Act for the Harbour Trust).
- Demonstrated experience engaging with Ministerial offices and government stakeholders, including an understanding of government decision-making processes.

QUALIFICATIONS:

- Minimum of a relevant Bachelor's degree.

ELIGIBILITY:

- The successful candidate will be required to undertake a National Police Clearance or equivalent as well as an Australian Government Baseline Security Clearance (and other potential background checks).
- Australian citizenship or the ability to work in Australia.

Executive Level 1 Profile

Shapes strategic thinking	Achieves results	Cultivates productive working relationships	Exemplifies personal drive and integrity	Communicates with influence
Inspires a sense of purpose and direction Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. Sets work tasks that align with the strategic objectives and communicates expected outcomes. **Focuses strategically** Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area. **Harnesses information and opportunities** Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical gaps. Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches. **Shows judgment, intelligence and commonsense** Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.	**Builds organisational capability and responsiveness** Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements. **Marshals professional expertise** Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit. **Steers and implements change and deals with uncertainty** Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt. **Ensures closure and delivers on intended results** Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction.	**Nurtures internal and external relationships** Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to internal and external client needs. **Facilitates cooperation and partnerships** Involves people, encourages them and recognises their contribution. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member. **Values individual differences and diversity** Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences to enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives. **Guides, mentors and develops people** Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.	**Demonstrates public service professionalism and probity** Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums. **Engages with risk and shows personal courage** Provides impartial and forthright advice. Challenges important issues constructively, and stands by own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required. **Commits to action** Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved. **Displays resilience** Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks. **Demonstrates self awareness and a commitment to personal development** Self-evaluates performance and seeks feedback from others. Communicates and acts on strengths and development needs. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.	**Communicates clearly** Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity. **Listens, understands and adapts to audience** Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger. **Negotiates persuasively** Approaches negotiations with a strong grasp of the key issues, having prepared in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties.