

St Bart's

POSITION DESCRIPTION

Position Title	Strategy and Business Planning Coordinator	Position Number	168
Service Area	Strategic Partnerships and Growth		
Remuneration	Common Law Contract	Position FTE	1.0 (38 hours per week)
Reporting to	General Manager, Strategic Partnerships and Growth		
Supervision of	No supervisory responsibilities		
			Updated January 2024

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values, and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when performing the duties of this position.

Empowerment

We create a community where everyone believes they have the ability to make a difference.

Innovation

We foster an environment where creativity thrives.

Commitment

We have the courage and determination to make it happen.

Collaboration

We work together to achieve shared goals.

Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

This role drives a business partnering culture, supporting a range of corporate initiatives and projects including business planning activities, providing insights, analysis, and advice to enable effective decisions making, establish effective processes, manage key internal stakeholder relations and improve collaboration across all areas of St Bart's.

**We're by
your side.**

A decorative graphic in the bottom right corner consisting of thick, overlapping blue and dark blue lines that form a stylized, abstract shape resembling a knot or a ribbon.

St Bart's

Key Responsibilities

- Contribute to ongoing development and implementation of best practice business planning activities in collaboration with the leadership team.
- Lead annual business planning and strategy activities including any key business planning and strategy events.
- Partner with business leaders to ensure that St Bart's processes, practices and tools are used to create and implement meaningful, realistic and well-defined business plans.
- Establish and maintain reporting for St Bart's performance stewardship against the business plan to ensure that St Bart's can meaningfully assess its performance and the Board and leadership drive future strategy through evidence-based decision-making.
- Integrate business plans across the organisation to build a strong planning culture and facilitate delivery of an achievable and measurable corporate plan.
- Project manage and support a range of strategic cross-functional projects in collaboration with the sponsor and in alignment with St Bart's business plan and strategy.
- Develop solutions and deliver outcomes that reflect St Bart's mission, vision and values.
- Develop effective internal relationships and collaborations to progress St Bart's strategy.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart's.
- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning management system) requirements within set timeframes.
- Participate in, and contribute to, all St Bart's Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Qualifications	
Tertiary qualification in Commerce, Governance or similar	Desirable
Experience	
Demonstrated work experience relevant to the position including experience managing business plans	Essential
Demonstrated experience working at a senior level to support the leadership team to drive positive outcomes in alignment with organisational strategy	Essential
Knowledge, Skills and Abilities	
Excellent interpersonal skills, with the ability to engage and influence stakeholders	Essential
Demonstrated strategic thinking, ability to be proactive and drive ideas	Essential
Strong verbal and written communication skills	Essential
Ability to work independently	Essential
Demonstrated project management skills, with the ability to support cross functional projects	Essential
Ability to work to tight deadlines, plan and schedule activities in a busy environment	Essential
Working knowledge of CRM databases, systems and other processes	Desirable
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
A current WA "C" Class Drivers Licence	Essential