





Business Planning Officer

Position Purpose

Working as part of a small team within Scope's Strategy, Brand and Business Development Division, this role supports business planning and reporting and government relations activities across the whole organisation.

It is expected that most day to day work will be performed under the instruction of the Manager Organisational Planning. Any issues falling outside these areas are to be referred to the GM Strategy, Brand and Business Development.

Division:	Strategy, Brand & Business Development	Reports to	Manager Organisational Planning
Internal Relationships:	Leadership team as directed SB&BD team members	External Relationships	Suppliers including software supplier
Delegation of Authority	Level 7	Category	Non-management
Employment Contract	Full Time Permanent Position	Award	Above award status

Scope's Mission	Scope's mission is to enable each person we support to live as an empowered and equal citizen.			
Scope's Vision	Scope will inspire and lead change to deliver best practice. We will: <ul style="list-style-type: none">• Support and listen to each person and their family.• Provide leadership to influence strategy and policy.• Deliver person driven, flexible & responsive services to build a sustainable future.• Build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research.• Deliver better outcomes			
Scope Approach	<div><p>SEE THE PERSON:</p><p>We listen to understand</p><p>We see the potential</p><p>We recognise how you do things and what you achieve</p><p>We take personal responsibility</p><p>We build excellent relationships with our clients and customers</p><p>We understand the balance between risks and rights</p></div> <div></div>	<div><p>DO IT RIGHT:</p><p>We use systems and processes in our work</p><p>We deliver quality outcomes safely and on time</p><p>We understand risks and opportunities</p><p>We are a financially sustainable organisation</p><p>We own the consequences of our actions</p><p>We take pride in the delivery of our Mission</p></div> <div></div>	<div><p>DO IT TOGETHER:</p><p>We lead in line with Scope's approach</p><p>We work together to achieve shared goals</p><p>We build ethical and sustainable partnerships</p><p>We support each other</p><p>We communicate early and honestly</p><p>We share responsibility for safety</p></div> <div></div>	<div><p>DO IT BETTER:</p><p>We develop creative solutions</p><p>We review and continually improve</p><p>We understand what is working and what is not</p><p>We seek and respond to feedback</p><p>We build capacity in all that we do</p><p>We are a leader in safety</p></div> <div></div>

POSITION DESCRIPTION



Key Function	Key Accountabilities, Responsibilities & Deliverables
Strategic Planning	<ul style="list-style-type: none"> Support Scope's ongoing strategic planning processes Help with facilitating the cascade of Scope's approved strategic objectives to Divisional and Department business plans.
Business Planning	<ul style="list-style-type: none"> Support the use of Scope's business planning framework across the organisation Liaise with internal stakeholders regarding business planning requirements Assist with maintaining Strategy and Business planning content and resources.
Knowledge Management	<ul style="list-style-type: none"> Establish and maintain organisational knowledge centre for divisional business plans and reports, government interactions and related documents Undertake data extraction and analysis, for the purposes of business planning and organisational reporting Liaise with managers regarding reporting requirements and timeframes.
Business Systems	<ul style="list-style-type: none"> Liaise with ICT team and software suppliers to resolve system issues as required Provide advice and support regarding systems use and associated reporting tools Prepare resources, including training material, and deliver end user training.

Selection Criteria Business Planning Officer	
Qualifications & Knowledge/Experience	<ul style="list-style-type: none"> Tertiary qualifications in business studies, organisational development or a related field Two to three years' experience in a business, project or policy related role Experience in organising workshops / meetings Experience in developing end-user guidelines and support tools, and delivering training Ability to be self-directed Ability to create and maintain positive relationships with a diverse stakeholder group Ability to work in a dynamic business environment.
Technical Competencies	<ul style="list-style-type: none"> Proven analytical skills, maturity of judgement and problem solving capability Strong organisational and interpersonal skills Strong English language skills, written and verbal High level of computer literacy and knowledge of various computer applications, including MS Office skills Time management and organisational skills.
Behavioural Competencies	<ul style="list-style-type: none"> Demonstrate flexibility and creativity Self-motivated with good initiative Commitment to promote Scope (in line with Scope's Mission and Scope's Brand) Commitment to the empowerment of people with disabilities Reliable team player.
Licenses & Accreditations	<ul style="list-style-type: none"> Cleared Police Check for disability within the last twelve months Working with Children check Must satisfy all visa requirements for working in Australia. Current driver's license.

Authorisation:

This Position Description has been reviewed and approved by GM Strategy, Brand and Business Development Division of Scope and is effective from 26 July 2019.