

<b>Division/Branch/Unit</b>	Advocacy
<b>Salary Classification</b>	Grade 6 – Manager
<b>Employment type</b>	Permanent
<b>Date of Approval</b>	21 August 2017

## Primary purpose

The Strategy Manager is responsible for leading the local government infrastructure and planning policy portfolio, managing the coordination, development and implementation of LGNSW's policy initiatives. Leading a policy team, the position provides policy and strategic advice on emerging and on-going issues in the portfolio to the Director Advocacy, senior management team, LGNSW Board, and members. The position will research, develop and implement policies and strategies on significant policy issues in consultation with member councils and stakeholders.

## Key accountabilities

- Lead and contribute to a positive, collaborative and innovative organisational culture, providing insight and input to strategic and business planning and contribute actively to the success of the organisation.
- Provide expert advice and information to inform relevant stakeholders and support infrastructure and planning policy directions.
- Lead and undertake research, analysis and review of complex policy issues, identifying emerging issues, and developing evidence-based options and strategies on significant infrastructure and planning issues in consultation with member councils and stakeholders and with the approval of the LGNSW Board and/or Executives.
- Advocate and communicate LGNSW's positions on current and emerging issues to member councils and key stakeholders.
- Maintain knowledge of subject areas and LGNSW's positions in those areas to provide advice and identify and respond to emerging issues within policy framework.
- Motivate, encourage and inspire the development of a strong, effective and efficient policy team with a clear focus on achieving outcomes.
- Develop and implement strategies for the monitoring and evaluation of all policy initiatives to identify risks and issues and ensure the achievement of desired outcomes.
- Lead and facilitate stakeholder engagement, consultation and negotiation on policy issues to identify and develop solutions and make recommendations that account for relevant factors and support sound policy decisions and approaches.
- Ensure grant funded projects (where applicable) are conducted within budget and achieve established project milestones and that outcomes are reported regularly to the Board, management and members.

## Key challenges

- Planning and scheduling differing work demands across the team and delivering consistent quality policy advice in order to meet multiple deadlines in a variety of subject areas.

- Managing consultations and negotiations with diverse stakeholders, given the need to balance competing interests and demands which are often changing and unpredictable.
- Providing accurate policy advice and recommendations on a range of complex issues, given the need to understand the problem and formulate responses within short-time frames, often without prior notice.

## Key relationships and role dimensions

Who	Why
Director Advocacy	<ul style="list-style-type: none"> <li>• Receive broad guidance and direction</li> <li>• Provide expert advice, exchange information, contribute to decision making</li> <li>• Identify emerging issues and propose solutions</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and direction</li> <li>• Exchange information and receive feedback</li> <li>• Manage performance and facilitate ongoing professional development</li> </ul>
Chief Economist	<ul style="list-style-type: none"> <li>• High degree of collaboration on matters, exchange information and provide strategic advice, contribute to decision-making</li> <li>• Develop and maintain effective working relationships</li> </ul>
Senior management	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships</li> <li>• Collaborate, exchange information and provide strategic advice , support and feedback</li> </ul>
Colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Influence others in the achievement of set objectives</li> <li>• Collaborate on matters, exchange information and provide strategic advice and feedback</li> </ul>
External and other bodies	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and networks</li> <li>• Maintain awareness of key issues to inform LGNSW's policy positions</li> <li>• Ensure stakeholders are regularly updated</li> <li>• Keep informed of issues in relevant professional area</li> </ul>

## Decision making

- Operates with a high degree of autonomy within the limit of delegations.
- Accountable for delivering on assigned outcomes and for the accuracy, integrity and quality of advice provided.

## Reporting line

The position reports to the Director Advocacy

## Direct reports

The position has direct line management of two full-time Senior Policy Officers and two part-time Senior Policy Officers. The position may also manage a number of grant-funded positions if required.

## Essential requirements

- Tertiary qualification and extensive senior experience in leading policy and research activities in one or more of the following areas: infrastructure or planning.
- Demonstrated excellent written and verbal communication skills with demonstrated ability to influence,

negotiate, and build strong networks with practitioners and stakeholders at all levels.

- Highly developed understanding of the policy and legislative environment of local government as well as the ability to apply research and analysis skills to a broad range of matters, and influence policy outcomes.
- Demonstrated experience in effectively managing and developing people and teams so they play a key role in the organisation's success.
- Successful track record in a public policy environment.
- Advanced ability to think strategically, solve problems and deliver results.
- Excellent interpersonal skills and a capacity to build and maintain effective relationships with a diverse range of stakeholders in a political environment, including senior management, staff, elected representatives, and external parties.
- Highly developed project and team management skills with the ability to ensure projects are delivered within time, budget and quality parameters that may change and can be conflicting.