

Position Description

Position Title	Planning and Performance Analyst
Reports To	Strategic PMO Manager
Business Unit	System Improvement and Development (SID)
EMPHN Classification	Band 3

EMPHN Values

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. Our organisational values underpinning the work we do are:



Purpose of Position

As part of the enterprise 'Project Management Office', and reporting to the Strategic PMO Manager, the Planning and Performance Analyst supports the implementation and monitoring of the organisation's strategy and business plan. This support is delivered through prioritisation of business plans, supporting team to monitor and report on progress, adopt appropriate project management practices, supporting the implementation of the commissioning framework and overseeing the commissioning pipeline.

The incumbent will support and enable through collaborating with, the Strategic PMO manager, the PMO team, design and delivery teams, and other business areas, ensuring planning and performance analysis talks to decisions, projects and commissioning that will drive our strategy across EMPHN.

Key Relationships and Stakeholders

Internal

- ELT and Board of Directors
- Business Leaders across the organisation
- EMPHN employees and contractors

External

- Representatives of key service providers in EMPHN catchment
- Government and Community Stakeholders

Key Accountabilities

Planning and Performance

- Support the implementation and monitoring of the organisation's strategy and business plan through:
 - Supporting teams to develop and prioritise their business plans as part of the enterprise business planning process.
 - Supporting teams to monitor and report on progress against the business plan (and related activity workplans), including against strategic and progress indicators.
 - Supporting teams to adopt appropriate projects management practices (from waterfall to agile).
 - Supporting all leaders to review progress quarterly and re-prioritise activity where necessary.
 - Supporting the Strategic PMO manager to implement the strategy and commissioning framework through major program design and commissioning projects.
 - Maintaining oversight of the commissioning pipeline as required by the Strategic PMO Manager.
- Contribute to a whole of organisation approach to the delivery of the operational imperatives and the business plan through effective performance analysis and an evidence-based approach to business planning.
- Support the development, monitoring and reporting of the business planning and performance reporting process.
- Contribute to the progress of an agile and adaptive quarterly process enabling assessment and prioritisation.
- Support the quarterly performance reporting against strategic indicators, progress indicators, and business plan activities.
- Partner with employees and managers to ensure performance standards and measures are maintained and provide timely and accurate information, reports and advice on planning and performance analysis.

Position Description

Operational Delivery

- Contribute to embedding of desired culture, consistent with EMPHN’s values and behaviours, through proactive role modelling including a practical and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Collaborate formally and informally to ensure alignment and integration across all work in progress for planned outcomes.
- Work together and guide people on delivering on business planning, in line with the business in an innovative manner.
- Enable informed, timely, two-way, cross organisational communication to ensure we build alignment to the business plan.
- Ensure effective working relationships are developed and maintained within the team and the organisation to enable effective delivery of the planning and performance analysis function, as required by the team and the Manager.
- Comply with all policies, procedures and systems and work practices comply with regulatory and legislative requirements.

Innovation and Improvement

- Contribute to EMPHN’ commissioning process and program design through effective planning and performance analysis.
- Within the context of the business plan, support the business with priority areas for planning and performance analysis.
- Identify and implement improvements in collaboration with the Manager and utilise performance indicators for improvement opportunities.
- Enable opportunities for continuous improvement of processes and achievement of outcomes in line with the business plan.

Business Management

- Maintain reporting to the Strategic PMO Manager and other relevant leaders as required by the Manager.
- Identification and mitigation of risks in line with risk management policies and procedures.
- Provide timely and accurate reporting to key stakeholders, complying with regulatory requirements.
- Contribute to the implementation of quality systems within area of responsibility as required by the Manager.

Qualifications

- Relevant tertiary qualifications in health and/or business-related discipline is preferred.

Key Capabilities, Skills and Experience

- Experience in supporting strategic and business planning processes at an enterprise-wide level.
- Experience in organisational performance reporting at strategic and operational levels (including KPI’s).
- Knowledge of, and experience in the practical application of project management disciplines (varied levels, size and scope).
- Knowledge of co-design and human-centred design methodologies, whilst working in line with project deliverables.
- Proven knowledge and demonstrable experience in business planning and performance analysis methodologies.
- Proven longer-term outlook inclusive of thought leadership and ongoing building of planning and performance capability.
- Effective communication skills (verbal and written) and strong facilitation skills ensuring effective delivery.
- Strong interpersonal and influencing skills with a proven ability to gain the acceptance, support and cooperation of others.
- Ability to be agile and flexible in approach to work with a continuous improvement and driving change mindset.

Approval and Review

Approved by	Janine Wilson	Date:	1/03/2021
Next Review Date	1 July 2022		