

Position Description

Position Title	Manager, Business Strategy and Performance
Department:	Strategy, People and Performance
Reports to:	EGM, Strategy, People & Performance

Purpose of the Position

To provide specialist expertise and management within the Strategy, People & Performance portfolio and more broadly across Housing Choices Australia as appropriate.

The Manager, Business Strategy and Performance has national accountability for business planning and reporting and internal governance. They advocate for best practice and support the organisation to delivery on its strategic objectives.

Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- **We put people first**
- **We work together**
- **We trust and are trusted**
- **We learn and adapt**
- **We strive to be better**

Specific Responsibilities

- Manage, motivate and develop a high performing and collaborative team
- Manage resources in accordance with our values and behaviours, budget, policies and best practice
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents.
- Lead the successful integration of HCA's strategic business plans into operational plans and monitor organisational performance and implementation with reports and dashboards (for Executive and Board committees)
- Coordinate the organisation's strategic plan development and annual planning and review processes
- Develop and oversee HCA's corporate business performance reporting including performance against agreed metrics and updates on business activities and performance
- Support and continue to develop the efficacy of internal governance structures and processes
- Support priority strategy projects within the Strategy, People and Performance portfolio
- Establish HCA's business analytics function, working effectively with the Finance, IT and Housing departments to gather, harness, analyse and report data across the Group
- Establish and support the tracking, reporting and prioritisation of organisational improvement, innovation and other key change projects
- Work in collaboration with the portfolio's leaders to identify, test and iterate new ways of working

You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation and all mandatory reporting obligations to third parties and independent bodies, including but not limited to child abuse reporting and public officer reporting under the Independent Commissioner Against Corruption (ICAC) Act 2012.

Key Relationships

- General Managers and Managers of the Strategy, People and Performance portfolio
- Executive General Managers, the CFO, CCO and COO and members of the Business Leadership Group
- External partnership relationships with relevant bodies/organisations

Selection Attributes

Knowledge and Qualifications

- Relevant tertiary qualification in business, strategy, project management, governance, community housing, property development or equivalent experience
- Capacity to support change and innovation and deliver creative and leading practice solutions

Experience

- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience and proven ability in preparing business plans, establishing and maintaining reporting processes, and executing strategy
- Demonstrable understanding of effective internal governance structures and processes

Skills

- Highly developed written and oral communication skills
- Strong influencing and relationship management skills
- Well-developed conceptual, analytical and problem-solving skills
- Strong decision-making ability
- Well-developed organisational and/or project management skills, including the ability to work with agility across priorities and functions in a dynamic and busy environment

Other Requirements

- Willingness to undertake all relevant screening and employment checks as applicable for the position and/or as required by HCA

- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background
- Current driver's license and willingness to travel across HCA sites and interstate as required.