**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **General Information** | |
|  | |
| **Position Title:** | **National Manager, Strategy** |
| **Function & Team/Program:** | **Strategy** |
| **Location(s):** | **Sydney** |
| **Manager’s Position Title:** | **Head of Strategy (Acting)** |
| **Manager’s Name:** | **Annette Young (Acting)** |
| **Date Prepared:** | **26 May 2021** |
| **Prepared By:** | **Lauren Allen** |
| **Approved By:** | **Judy Barraclough, Acting CEO** |

|  |
| --- |
| **Primary Purpose of this Position *(In one sentence - why does the role exist?)*** |
|  |
| To manage The Smith Family’s Strategy team and activities, including strategy development, strategic planning, oversight of the organisation’s investment portfolio, strategic initiatives and strategic advice and support to leaders. |

|  |  |
| --- | --- |
| **Scope** | |
|  | |
| **Direct Reports to this Position** | **Indirect Reports** |
| By Position Title | Total Number |
| 1. Strategy Analyst 2. Innovation Coach | * Skilled Volunteers |
| **Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*** | |
| **Direct control** | **Indirect control** |
| * Budget for the Strategy team | * Key role in developing the Investment Portfolio |
| **Other Dimensions of this Position** | |
| * Involvement in activities involving team members across The Smith Family and external partners | |

|  |  |
| --- | --- |
| **Setting Priorities *(how is work prioritised)*** | |
|  | |
| How often does employee prioritise their own work?  Eg. Daily, weekly, monthly, annually, other | Weekly, Monthly, Annually |
| How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other | Weekly, Monthly, Annually |

|  |  |
| --- | --- |
| **Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*** | |
|  | |
| **Internal** | * Strategy team members and skilled volunteers working with the Strategy team * Executive team * CEO * National Managers * General Managers * Various other internal team members |
| **External** | * Management consultants * Skilled volunteers * Consultants providing support to projects and strategies |

|  |
| --- |
| **Key Decision Making in this Role *(What are the key decisions and recommendations made in this role?)*** |
|  |
| Decisions Expected   * Decisions regarding prioritisation and execution of key responsibility areas (outlined below) * Implementation decisions within scope * Influencing stakeholders to achieve agreed objectives |
| Recommendations Expected   * Recommendations regarding relevant key responsibility areas (outlined below) * Approaches and advice on strategy development and execution |

|  |  |  |
| --- | --- | --- |
| **Key Responsibilities / Accountabilities** | | |
| **Major Area: Strategy Development and Execution** | | **% of Job: 30%** |
| In conjunction with the Head of Strategy, manage the development and facilitate the successful implementation of the five-year strategy | | |
| Drive the implementation and improvement of The Smith Family’s Business Planning Framework including:   * the Investment Portfolio Framework * quarterly and annual planning and reporting processes | | |
| Lead and/or support the design and delivery of key strategy offsite workshops | | |
| Manage regular market / environment scanning and reporting in order to keep leaders abreast of trends, threats and opportunities | | |
| **Major Area: Internal Strategy Consulting and Projects** | | **% of Job: 30%** |
| Support and advise leaders on strategic opportunities and challenges, including providing guidance on frameworks and facilitating strategic thinking | | |
| Facilitate workshops with teams to develop operational strategies that deliver on key organisational outcomes | | |
| Identify and propose opportunities for enhancement and evolution of The Smith Family’s strategy and business | | |
| Drive and/or be a key contributor to strategic projects | | |
| **Major Area: Management of Organisational Strategies** | | **% of Job: 30%** |
| Manage and enhance delivery of The Smith Family’s innovation strategy, including:   * Advising senior leaders and the Executive Group on organisational and team based approaches to innovation * Managing cross functional projects to build capability and accelerate value creation * Managing reporting of key outcomes relating to the Innovation Strategy * Oversee the implementation of the Spark Innovation Program * Build The Smith Family’s reputation as an innovative organisation | | |
| Manage the delivery of certain other organisational strategies or strategic initiatives as required, including:   * Facilitating discussions with the executive group and other key stakeholders to build alignment * Ensure capabilities exist or are developed to support successful delivery of the strategy * Manage the project, communication and change elements of the initiative as required * Manage reporting on progress including metrics that demonstrate that value is being delivered. | | |
| **Major Area: People Management** | **% of Job: 10%** | |
| Effectively recruit and induct new team members | | |
| Manage performance by having regular one on one meetings; giving and receiving feedback; acknowledging achievements and conducting formal and informal performance and development reviews and planning discussions | | |
| Develop team member/s capability to perform current and future role/s at The Smith Family | | |
| Maintain a safe workplace by ensuring adherence to Work, Health and Safety policies and procedures and relevant legislation | | |
| Clearly communicate team and organisation wide information to team members, and ensure compliance with all relevant organisational policies and procedures | | |

|  |
| --- |
| **Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*** |
|  |
| * Engaging and influencing time-restricted executive and senior managers in relevant project and working groups * Understanding The Smith Family’s internal and external environment and challenges to inform strategy and project development * Understanding systems and processes used at TSF and driving change to those as required within a constrained budget and timeline * Time management to achieve outcomes for multiple high priority and time sensitive projects and deadlines. |

|  |  |  |
| --- | --- | --- |
| **Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*** | | |
|  | | |
| **Education /**  **Qualifications / Memberships:** | **Essential** | **Desirable** |
| * Qualifications in Strategy or Business or equivalent experience |  |
| **Experience:** | **Essential** | **Desirable** |
| * Demonstrated experience in strategy development and strategic planning * Proven ability to manage complex, concurrent, multi-stakeholder, and time sensitive projects * Experience with innovation approaches, including Design Thinking / Human Centred Design * Experience in facilitation of workshops | * Not for profit experience * Familiarity with digital strategy trends |
| **Competencies:** | **Essential** | **Desirable** |
| * Demonstrated aptitude for strategic thinking * Demonstrated ability to influence and positively engage stakeholders * Ability to drive outcomes and ‘make things happen’ * Commitment to excellence, demonstrated through high standards of presentation and attention to detail * Ability to learn and understand new topics quickly * Confident, credible and articulate communication skills * Expertise in Excel, Powerpoint and other Microsoft suite products | * A natural curiosity to ask the right questions and challenge conventional wisdom * A well-developed numerical, analytical & systems skills with a focus on developing insights not solely analysis |