



JOB PROFILE

1. JOB DESCRIPTION

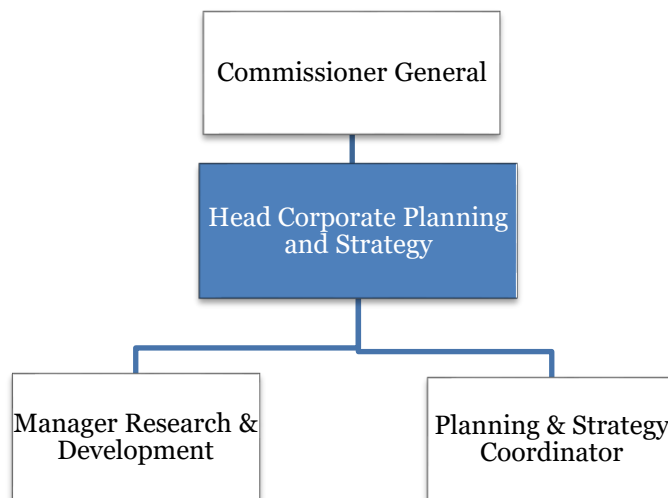
Job Title:	Head Corporate Planning and Strategy
Work Location:	RSL Head Office
Division:	CG's Office
Grade: D4	Last reviewed: September 2021

2. JOB PURPOSE

Responsible for provision of strategic direction to the Planning and Strategy Department through effective development and implementation of corporate strategy and integrated planning, research and development as well as application of behavioural insights aimed at enhancing Revenue Service's performance.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with one (1) level above and one (1) level below.



4. KEY RESPONSIBILITIES

Key Performance Areas	Duties and Responsibilities:
Strategic Management	<ul style="list-style-type: none">➤ Lead and facilitate the development of the Organizational, Divisional and Departmental long-term and short-term strategic direction.➤ Set Corporate Planning & Strategy Department strategic direction towards ensuring its integration with the organizational strategic planning process in collaboration with executive leadership and business partners.➤ Develop a full understanding of, and therefore lead the Corporate Planning & Strategy department in the 4DX framework in order to ensure effective execution of the strategic priorities.➤ Lead the development and implementation of Corporate Planning & Strategy Departmental plans to ensure alignment and coordination with the organizational strategic direction.➤ Align strategic Departmental initiatives with good governance practices to achieve strategic outcomes.➤ Identify and evaluate strategic risks that impact on the RSL and the Corporate Planning & Strategy Department and ensure successful implementation of mitigating initiatives.➤ Collaborate and communicate departmental strategies with other divisions and external stakeholders for exchange of information on implementation of initiatives.➤ Create value-driven culture by ensuring that the core values are upheld by staff.

Leadership And Management

- Maintain collaborative leadership within the Corporate Planning & Strategy Department towards achievement of staff engagement and motivation.
- Provide guidance and support to the direct reports in the implementation of Revenue Service's operations in a manner that ensures achievement of strategic outcomes.
- Advise, build and maintain relationships with other business unit leaders to develop a clear understanding of business needs and create synergies across the Revenue Service.
- Manage individual performance of direct reports through setting performance targets and undertaking regular assessments.
- Facilitate capacity building of staff in Corporate Planning & Strategy department in planning and strategy monitoring and evaluation.
- Collaborate with Human Capital Management (HCM) to continually look for leading-edge and innovative solutions to the recruitment, capacitation and retention of the Corporate Planning & Strategy workforce to achieve a culture of integrity, ethics and governance objectives.
- Develop and control annual operating and capital expenditure budget for Corporate Planning & Strategy to ensure it is consistent with overall strategic objectives of the Revenue Service and is within plan.
- Participate in the development of data management policies and processes through appointment of business and operational data stewards and account for Critical Data Element by specifying business requirements on data and data quality.

Strategy Corporate Execution	Development, Planning &	<ul style="list-style-type: none"> ➤ Oversee development of strategy and business planning framework and tools. ➤ Facilitate development of strategic KPIs and targets ➤ Lead execution of strategic initiatives and assess their alignment with the strategic direction. ➤ Facilitate development and periodic review of corporate strategy. ➤ Lead monitoring and evaluation of organizational performance against the set KPIs. ➤ Identify and determine strategic baselines to facilitate strategy development. ➤ Lead facilitation of performance review sessions on quarterly basis. ➤ Provide CG and Executive Management with strategic outcomes dashboards for performance measurement. ➤ Build monitoring & evaluation capability to ensure effective implementation of strategic priorities. ➤ Facilitate and participate in the development and maintenance of strategy information management system and database. ➤ Provide support and coaching to divisions in the implementation of divisional plans through capacitation on strategic management. ➤ Identify obstacles in performance that impact on the successful execution of strategic initiatives and design appropriate solutions.
---	--	--

Research & Behavioral Insights	<ul style="list-style-type: none"> ➤ Collaborate with business to define the research agenda. ➤ Lead development of research proposals, methodologies and overall research design. ➤ Disseminate and communicate research findings. ➤ Advice on use of behavioral insights in strategy formulation, implementation and communication. ➤ Lead periodic revenue analysis and reporting. ➤ Lead periodic forecasting and target setting.
Policies, Systems and Control	<ul style="list-style-type: none"> ➤ Lead the development of Planning & Strategy policies, systems, processes and procedures in order to meet business needs.
Reporting	<ul style="list-style-type: none"> ➤ Provide monthly and quarterly reports on implementation of Planning & Strategy Department strategy and departmental initiatives for accountability and performance monitoring. ➤ Lead the development and production of integrated reporting process.

5. Work Conditions

- Indoor Work
- Meetings
- Extended hours
- Electronic mail
- Travelling

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Qualifications	Masters' Degree Economics/ Statistics/ Monitoring & Evaluation/ Research and Development or related field
-----------------------	---

2. Experience *(minimum necessary experience required)*

Seven (7) years' work experience in Monitoring and Evaluation of corporate initiatives and research, five (5) of which must be in management.

3. Training *(essential training necessary in addition to the above experience to perform the job)*

- Strategy Management
- Data Analytics
- Leadership or management development programs
- Monitoring & Evaluation
- Corporate Strategy Planning
- Research Methods
- Behavioral Insights

4. Senior Management Competencies

Collaborative Leadership: a leadership approach which emphasizes collaboration with, and therefore ownership by, staff and clients

Agility: dynamic and a possibility-oriented thinking

Service Culture: Prioritizing customer service in all business activities, decisions and every day operations

Innovation: ability to develop innovative solutions for business needs

Accountable: taking ownership; holding oneself and others accountable for delivery; leading in action to resolve issues, open to feedback and critique

Change leader: proactively identifying and driving change in their area; strong change manager

Capability builder: driving talent development; proactively identifying capability gaps and develop strategies to address; good coach for their team

Conflict Resolution: mediates and resolves issues within the team and between the team and other stakeholders

Strategic Thinker ability to solve strategic problems that combine rational and convergent approaches with both innovation and a differentiated thought process

Business Acumen: keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

5. Professional Certification

Any relevant and recognized professional certification will be added advantage

6. Core Competencies

Behavioral Competencies

- Collaboration
- Problem Solving
- Decision Making
- Advanced communication skills (verbal and written)
- Leadership Skills
- Critical / Analytical thinking
- Interpersonal (relation) skills

Functional Competencies (Technical)

- Strategic Management
- Monitoring & Evaluation techniques
- Corporate Planning
- Research & Development
- Data Analytics
- Performance measurement

7. Values

- Assertiveness
- Boldness
- Diversity embracing
- Networked
- Service first
- We care
- Risk taking
- We are responsive
- Shared ownership
- Agility and flexibility with healthy change appetite
- Teamwork/ connectedness