



<b>Title</b>	Planning and Performance Manager	<b>Classification</b>	Special Contract
<b>Number</b>	946354	<b>Group</b>	Corporate Support
<b>Reports to</b>	Chief Finance Officer/General Manager Corporate Services	<b>Division</b>	Corporate Services
<b>Supervises</b>	5	<b>Branch</b>	Finance

## Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

## Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

## Business Unit Overview

The Corporate Services business unit is responsible for the effective management, leadership and provision of corporate service functions including financial management, business services, purchasing and contract management to support the achievement of the Insurance Commission's strategic objectives.

## Position Overview

Provides strategic leadership and accountability for the agency's enterprise-wide financial planning and performance frameworks. The role leads strategic planning support, operating planning, budgeting, forecasting, management reporting, business analysis and external financial liaison. It ensures Finance is a proactive, trusted business partner delivering high-quality insights, enabling evidence-based decision making, driving financial sustainability and strengthening organisational performance.

## Position Responsibilities

### Strategic Leadership

- Provide strategic financial leadership supporting organisational performance, long-term sustainability and enterprise-wide planning.
- Lead Finance contributions to strategic and corporate planning, ensuring alignment between strategy, resources and expected outcomes.



- Drive an integrated planning and performance discipline across the organisation, embedding governance, cadence and decision-making frameworks.
- Lead scenario planning, sensitivity analysis and long-range financial modelling to support strategic advice and organisational planning.

### **Business Partnering & Stakeholder Engagement**

- Lead the Finance Business Partnering function, ensuring proactive, solution-focused support to divisions.
- Build strong relationships with executives and senior leaders to influence financial decision making and performance outcomes.
- Provide strategic financial advice, briefings, submissions and recommendations for governance forums.
- Represent Finance in planning, performance and governance committees.

### **Planning, Budgeting & Forecasting**

- Partner with senior leaders to identify cost pressures, investment needs, productivity opportunities and resourcing scenarios.
- Lead the annual budget process, ensuring rigorous development, challenge, consolidation and review.
- Oversee forecasting cycles to improve predictability, transparency and responsiveness to emerging issues.
- Maintain and enhance financial models supporting budget, forecasting and planning processes.

### **Reporting, Analytics & Insights**

- Oversee high-quality management reporting, including clear narratives, analysis, insights, risks and opportunities.
- Develop and maintain dashboards, metrics and analytics products that support decision making.
- Ensure consistent reporting standards, definitions, methodologies and data quality.
- Promote data-informed decision making and uplift analytical capability.

### **External Relations, Governance & Assurance**

- Coordinate Finance's inputs to external submissions and reporting requirements to central agencies and other external stakeholders.
- Maintain strong financial governance, data integrity and assurance processes across planning, reporting and forecasting cycles.
- Ensure compliance with legislative, policy and financial management standards.
- Identify, monitor and manage risks related to planning, forecasting and reporting processes.

### **Leadership & People Management**

- Lead, coach and develop a multidisciplinary team, driving capability uplift, succession planning, performance development and workforce sustainability.



- Foster a collaborative, high-performance and values-aligned team culture.
  - Manage workload prioritisation, resource allocation and delivery expectations in a complex, deadline-driven environment.
  - Lead change initiatives across planning, reporting and analytics and support staff through transitions.
  - Contribute to a positive work environment that reflects the Insurance Commission's values.
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### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
  - Ensures all correspondence is to a professional standard consistent with the style guide.
  - Performs other duties as directed.
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### **Work Related Requirements**

In addition to possessing:

1. A bachelor qualification in accounting, business or commerce; and
2. Membership of the Institute of Chartered Accountants as a CA, or the Australian Society of CPA's as a CPA, or an equivalent accounting body;

have the capability to:

1. Lead and integrate strategic financial planning, budgeting, forecasting, management reporting and business analysis in a complex environment.
  2. Effectively lead high-performing finance teams, including coaching, capability uplift, workforce planning and performance management.
  3. Undertake strong stakeholder engagement and influencing skills at senior levels, with the ability to communicate complex financial and analytical information clearly and persuasively.
  4. Design, enhance and apply analytical models, performance frameworks and forecasting methodologies.
  5. Integrate robust financial governance, data integrity, compliance and continuous improvement in planning, reporting and forecasting processes.
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### **Pre-employment requirements**

- A satisfactory National Police Clearance no more than six months old
  - 100 point identity check
  - Satisfactory evidence of Australian residency status or the right to work in Australia
  - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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### **Award/Agreement**

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

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### **Certification**

Approved by the delegated authority and registered on:

23 February 2026