

Position information

Position Title:	EPMO Systems and Reporting Analyst
Classification:	Band 6, 12 Month Fixed Term Maternity Cover Contract
Reports to:	EPMO Lead
Division:	Corporate Services
Department:	Financial Services

Our strategic context

Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

How we work together

Our values and behaviours underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviours of **Respect Each Other, Own It, Work Together** and **Find Better Ways**.

Position Purpose

The key purpose of the EPMO Systems and Reporting Analyst role is to provide the best input from the organisation to support the Councillors to create a Council Plan that:

- Recognises our operating context (including constrained resources (e.g., budget, FTE), existing commitment, etc)
- Prioritises what is most important; and
- Responds to community/legislative needs.

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Position – Key Functions, Accountabilities & Outcomes

Key Functions	Accountabilities	Outcomes
Maintain accurate systems and ensure processes are followed	<ul style="list-style-type: none"> Be the custodian of the PPM system including management of updates, administration & ongoing training of users. 	<ul style="list-style-type: none"> PPM system is maintained to meet ongoing needs and users are knowledgeable and skilled in its use.
Provide good quality reporting to key stakeholders.	<ul style="list-style-type: none"> Manage administration & publishing of PMF documentation on the relevant system/s. 	<ul style="list-style-type: none"> Project management Framework processes, templates and tools are current & accessible by all council staff.
Provide good quality reporting to key stakeholders.	<ul style="list-style-type: none"> Ensure effective project status and performance reports at project, program and portfolio level are available in line with agreed timeline. 	<ul style="list-style-type: none"> Accurate and timely project status reports are available for project managers, sponsors and governance bodies to use for review and decision making.
Ensure good quality relationships are maintained with key stakeholders	<ul style="list-style-type: none"> Lead the monthly project tracking process, ensuring project managers and sponsors are effectively engaged and provided with clear guidance on time & quality expectations. 	<ul style="list-style-type: none"> Accurate and timely project status information is available for reporting and action.
Provide a high-quality customer experience to both external and internal customers	<ul style="list-style-type: none"> Manage the relationship with PM system supplier for support, maintenance and upgrades. 	<ul style="list-style-type: none"> PM system is up to date & fit for purpose.
Establish a continuous improvement mindset	<ul style="list-style-type: none"> Actively identify improvement opportunities and drive the improvement in methodologies, reporting and processes. 	<ul style="list-style-type: none"> The PMF is relevant and embraced as a valuable tool of the trade for all staff involved in project work.

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Ensuring financial data is accurate.	<ul style="list-style-type: none"> • Liaise with finance & ensure financial data is consistent & accurate for reporting. 	<ul style="list-style-type: none"> • Financial information in project portfolio reporting is accurate & current.
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Position - Organisational Relationships

Key Internal Contacts: Executive Management Team, Department Managers, Project Managers, Project Sponsors, and other Council staff involved in project delivery.

Key External Contacts: Software providers

Position - Delegations

Financial Delegations: NIL

People and Position Delegations: NIL

Position – Skills and Competencies

Accountability and Extent of Authority	<ul style="list-style-type: none"> • Determine, prioritize & complete work as assigned. • Identify opportunities for improved efficiencies or new ways to undertake relevant tasks or activities. • Commit to PM system maintenance and update schedule and costs in line with budget.
Judgement and Decision Making	<ul style="list-style-type: none"> • Exercise professional judgement and adaptability in evaluating and deciding on appropriate ways to achieve the objectives of the role with timelines, procedures, escalation of issues and workflow. • Compliance with Council policies and procedures.
Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrated high levels of attention to detail and a sound grasp of written and verbal communication to multiple audiences. • An ability to provide a professional level of service when handling enquiries regarding the PMF and PPM system.

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	<ul style="list-style-type: none"> • Ability to gain co-operation and assistance from project and other internal staff as well as external suppliers. • Ability to develop and prepare correspondence and reports of a high standard. • Ability and experience in analysing information and identifying trends, issues and opportunities for capability, capacity and process improvements.
Qualifications and Experience	<ul style="list-style-type: none"> • Degree level qualification/s in a Business Discipline. • Proficiency in applying a range of techniques for reporting, including visual management (tables, charts & graphs) & written reports. • Experience using & administering Project Management Software required. • Experience in accurate data input, spreadsheet and word processing skills required. • Experience with Power BI Reporting preferred. • Experience in Local Government is desirable.
Specialist Skills and Knowledge	<ul style="list-style-type: none"> • Sound project & financial administration knowledge. • A sound knowledge of general administration techniques, including support for governance & executive meetings. • A sound understanding of project reporting techniques. • Knowledge and understanding of system administration. • Excellent knowledge and understanding of common desktop tools such as MS Teams, MS Excel, MS Word.
Management Skills	<ul style="list-style-type: none"> • Well-developed skills in managing time, setting priorities, planning and organising own work. • Experience with the management and administration of documentation and electronic records. • Experience and skills in scheduling and managing activities to integrate with organisation timelines and deadlines. • Ability to use initiative and be self-motivated. • Ability to achieve objectives within a specified time frame.

What we are all responsible for



Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***

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- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.

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- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



Workplace Health, Safety and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



Sustainability

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

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