



Portfolio Governance & Reporting Specialist (ASA6) Portfolio Management Office, Air Navigation Services

Position Detail			
Reports To	ATM Portfolio Management Office Manager	Group	Air Navigation Services
Budget Accountability	Nil	Location	As negotiated (Brisbane, Melbourne, or Canberra)
Delegations: - Administrative - Financial	Nil	Reports: - Direct - Total	Nil

Organisational Environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible air navigation and aviation rescue fire-fighting services to the aviation industry.

The Air Navigation Services (ANS) Group is responsible for Australia's airspace management, aeronautical information, aviation communications, and radio navigation aids services.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres at Melbourne and Brisbane airports and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

Primary Purpose of Position

The ATM Portfolio Management Office has a broad set of responsibilities including:

- development and governance of the ATM Portfolio Investment Plan and Portfolio Delivery Plan
- implementation and adherence to the P3M Framework
- management of portfolio investment demand and all associated governance, including for resultant projects and programs once they are initiated.

As the Portfolio Governance & Reporting Specialist you will provide support to a diverse range of Portfolio activities including (but not limited to), assembly/preparation of:

- project governance and assurance activities
- annual Portfolio Delivery Plan & annual Portfolio Work Plan.

You will also contribute to the regular preparation of Portfolio level reports and dashboards to inform:

- the Portfolio Progress Group, and Enterprise PMO on portfolio delivery progress
- the Portfolio Delivery Manager (& relevant stakeholders) on portfolio delivery progress.

The role offers a high level of variety and requires someone who can cultivate and maintain strong team relationships with a diverse set of stakeholders within the Portfolio.

The role also requires a sound understanding of the importance of Portfolio deadlines & priorities, and an ability to meet them accordingly.

There will be opportunities to broaden your experience through assisting other Portfolio Management Office responsibilities, as workloads permit.

Accountabilities and Responsibilities

Position-specific

- Provide administrative co-ordination and support to a range of portfolio project governance and assurance activities.
- Provide support for the assembly/preparation of the annual Portfolio Delivery Plan & annual Portfolio Work Plan.
- Assist in the preparation of Portfolio and Enterprise level reports to inform the various governance group on the Portfolio Projects' progress and current issues.
- Cultivate and maintain strong relationships with a diverse set of senior business group leaders within the Portfolio, as well as specialist team leaders (Project Delivery, Portfolio Finance) as required.
- Ensure that Portfolio as well as corporate reporting deadlines & priorities are met, and to a consistent quality.
- Identify and drive continuous improvement initiatives in existing process as they relate to the scope of responsibilities.

People

- Actively contribute as a member of a high-performance team with an emphasis on creating an accountable performance culture.
- Maintain an effective relationship with key stakeholders to ensure effective co-ordination of all activities in support of organisational objectives.

Systems and Reporting Compliance, Reporting

- Comply with enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

Safety

- Demonstrate safety behaviours consistent with enterprise strategies and WHS requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Tracks and ensures that all required project governance and assurance activities are undertaken (and reported on) in accordance with the P3M framework.
- Tracks and ensures that the Project Portfolio Group as well as any other related reporting deadlines & priorities are met, and to a consistent quality.
- Builds and maintains effective relationships at strategic and working levels.
- Takes responsibility for actions, outcomes and people.
- Contributes to the achievement of Unit and Branch objectives.

Commercial

- Supporting the Branch and Unit budget and performance targets.

People

- Maintain an effective relationship with ANS senior leaders, project delivery, and portfolio finance, to ensure effective co-ordination of all activities in support of objectives.
- Undertake training and development opportunities to help build a high-performing team, supported by opportunities for capability improvement.

Key Relationships

- Members of the Portfolio Management Office Unit
- Portfolio Project Delivery team
- Portfolio Finance team
- ANS Portfolio Progress Group leadership
- Commercial and Business Performance Branch members

Skills and Competencies

- Demonstrated experience in providing project governance and assurance in accordance with the P3M framework.
- Proven ability to work and perform in a complex and changing environment.
- Understanding of the importance of deadlines & priorities and ability to meet them accordingly.
- Strong drive and outcomes focus with effective time and self-management while working autonomously.
- Strong interpersonal skills with an ability to build rapport and confidence with stakeholders at ALL levels.
- Well-developed writing & presentation skills.
- Ability to analyse complex information, and distil into a simple form.
- Strong learning and researching ability.
- Strong Microsoft Office skills - Word, Excel, Powerpoint.
- Initiative in identifying areas for improvement in processes as well as analysing, making recommendations and implementing changes.

Security Clearance

- Nil

Performance Standards and Behaviours

As an Employee of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.