



Portfolio Investment Demand Specialist (ASA6)

Portfolio Management Office, Air Navigation Services

Position Detail			
Reports To	ATM Portfolio Investment Manager Advisor	Group	Air Navigation Services
Budget Accountability	Nil	Location	As negotiated (Brisbane 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 Portfolio Management Office has responsibility for the development and governance of the Portfolio Investment Plan and Portfolio Delivery Plan, as well as the implementation and adherence to the P3M Framework. This includes the management of portfolio investment demand and all associated governance.

The Office also has responsibility for development of the resultant business cases required to establish projects and programs, and ensuring governance compliance of those projects and programs once they are initiated.

As an Investment Demand Specialist you will work with the ATM Portfolio Investment Management Advisor, and ATM Portfolio Management Office Manager, to analyse and inform capital investment planning for Air Navigation Services. You will also collaborate with other service and business areas (including the ANS Finance support team) to inform the organisational investment activity.

Accountabilities and Responsibilities

Position-specific

- Undertake the analysis in support of the Investment Plan for the Air Navigation Services Portfolio.
- Working across Air Navigation Services and broader business, undertake analysis on priorities to determine investment requirements, priority, and economic environmental analysis.
- Provide recommendations on investments to undertake which will deliver the maximum benefits towards the Portfolio strategy.

- Regularly assist on the preparation of the Portfolio level reports and dashboards to inform the portfolio governance group on Portfolio progress.
- Contribute to the development and maintenance of key portfolio level documentation such as the Portfolio Investment Plan, Portfolio Delivery Plan and Portfolio Work Plan.
- Contribute to the establishment of an investment prioritisation framework to facilitate enable strategic plans.
- Identify and support continuous improvement initiatives as they relate to the Portfolio Management Office.
- Undertake benefits realisation analysis for investment proposals.

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

- 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 groups responsible for investment demand generation 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

- Other members of the Portfolio Management Office.
- ANS Portfolio Finance members.
- Commercial and Business Performance Branch members.
- Enterprise Portfolio Management Office.

Skills and Competencies

- Business, commerce or finance qualifications, with complementary experience in asset and capital investment planning.
- Proven ability to work and perform in a complex and changing environment.
- Demonstrated experience of the P3M methodology.
- Demonstrated experience in presenting & communicating information.
- Demonstrated experience in relating & networking in varied environments and stakeholders.

- Well-developed writing & reporting capability.
- Ability to analyse complex information, and distil into a simple form.
- Strong learning & researching ability.
- Diversity of experience across the private and public sectors is desirable.

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.