



ReportingAnalyst (ASA 5)

Position Detail			
Reports To	Portfolio Governance and Analysis Lead	Group	Portfolio and Program Delivery
Budget Accountability	N/A	Location	Brisbane, Canberra, Melbourne
Delegations – Administrative Financial	N/A	Reports – Direct Total	Nil

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

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 in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

The Portfolio Office (PO) has responsibility for the management and governance of the Enterprise Investment Plan, as well as the implementation and adherence to the P3M Framework.

You will also be part of the team responsible for the development and management of key portfolio artefacts such as the Investment Submissions (five point business case), Portfolio Delivery Plan; portfolio risks and benefits identification/measures/registers; portfolio performance report; together with the development and management of a number of other key portfolio reports and plans.

Reporting to the Portfolio Governance and Coordinator Lead, we are looking for a strong communicator who will be involved in all aspects of portfolio performance and the monitoring of the Enterprise Investment Plan.

As a member of the Portfolio Governance and Analysis team, you will work closely with stakeholders across the organisation to undertake key components of the business reporting function. The role plays a key part in assisting with the preparation and coordination of monthly business reporting/forecasting, providing senior management within the business with analysis for the decision making process. This will include creating and maintaining portfolio/program dashboards and portfolio web sites.

Accountabilities and Responsibilities

Position-specific

- Provide co-ordination and reporting support to the leadership group across a diverse range of Portfolio activities.
- Assist in the preparation of the Portfolio level reports to inform the various governance group on Portfolio progress and current issues.
- Track and 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.
- Maintain the alignment of the change delivery framework across program offices while assisting the change management team to establish and maintain key communication channels in the business
- Ensure the project governance framework is applied consistently across the portfolio
- Support the development and maintenance of key portfolio level documentation such as the Delivery Report and Portfolio Delivery Plan.
- Responsibility for the research, development, writing and coordination of all Executive and Board papers in support of Portfolio Delivery
- Regularly prepare the Portfolio level reports and dashboards to inform the Executive on Portfolio progress.
- Work with the Program Managers for all governance and reporting requirements
- Ability to identify and constructively consult with all appropriate stakeholders to ensure a consistent understanding of Portfolio requirements and progress
- Identify and support continuous improvement initiatives as they relate to the Portfolio Office.

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.

Relating and networking

- Establishing and maintaining relationships
- Consulting broadly to recognise when input is required from others and effectively drawing on knowledge of key stakeholders
- Actively listening and considering to all input regardless of your personal view
- Leverages professional and technical insight to improve team performance

Key Performance Indicators

Efficient, Effective and Accountable

- Tracks and ensures that Portfolio as well as corporate reporting deadlines & priorities are met, and to a consistent quality
- Builds and maintains effective relationships at strategic and working levels.
- Contributes to the achievement of Unit and Branch objectives.

- Undertake training and development opportunities to help build a high-performing team, supported by opportunities for capability improvement.

Safety

- Compliance with regulatory standards
- Compliance with safety, risk, environmental and any other standards

People

- Maintain an effective relationship with the business 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

- Portfolio and Program Delivery Team
- Business Planning Performance & Analysis team
- Strategy and Capability team
- CFO, and Executive team – reporting and advice around project performance.

Skills and Competencies

Skills and Experience

- Ability to work and perform in a complex and changing environment. Able to interpret and resolve complex and sensitive issues.
- Understanding of the importance of deadlines & priorities and ability to meet them accordingly, across a diverse range of portfolio and corporate reporting requirements.
- Ability to maintain a high level of attention to detail.
- Business outcomes focus with effective time and self-management while working autonomously.
- Experience in relating & networking in varied environments and stakeholders. Good interpersonal skills with an ability to build rapport and confidence with stakeholders at all levels.
- Demonstrated written and presentation skills.
- Ability to analyse information, and distil into a simple form.
- Strong learning & researching ability.
- Strong Microsoft Office skills - Word, Excel, Powerpoint.
- Demonstrated initiative in identifying areas for improvement in processes as well as analysing, making recommendations and implementing changes.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. 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.