



Portfolio Analyst (ASA 6)

| 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 directly to Senior Portfolio Performance Analyst, 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 an evaluation of the performance of programs/projects and provide the tools and reports to ensure decision makers are informed of any project delivery risks around outcomes. Work with relevant stakeholders to ensure coordinated allocation of Portfolio funding and assist in the resolution of cross portfolio funding issues.

As the Portfolio Analyst, you will need to be able to seek out, absorb, and critically interpret a wide breadth of information, which at times may be dynamic and/or ambiguous. You will use your research and analytical skills to collect, evaluate and present this information in strategic form. It is essential in this role to demonstrate strategic forward thinking, while remaining organised in order to deliver timely and effective portfolio reporting and documentation as required.

Accountabilities and Responsibilities

Position-specific

- Responsible for the development and maintenance of key portfolio level documentation such as the Delivery Report and Portfolio Delivery Plan.
- Provide recommendations on investments to undertake which will deliver the maximum benefits towards the Portfolio strategy.
- 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.
- Enable effective management of portfolio risks, opportunities, and dependencies and escalate issues to the relevant governance group for decision.
- Work with the Program Managers for all governance and reporting requirements
- Strong ability to identify portfolio and business issues, develop options, turn these options into strategy and make recommendations.
- Ability to identify and constructively consult with all appropriate stakeholders to ensure a consistent understanding of Portfolio requirements and progress
- Establish and maintain an investment prioritisation framework to facilitate enable strategic plans.
- Identify and support continuous improvement initiatives as they relate to the Portfolio Office.

People

- Develop and maintain effective working relationships with key internal and external stakeholders to ensure open and effective communication
- Maintain effective working relationships with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Work collaboratively in a team environment to ensure organisational objectives are met.
- Maintain an effective relationship with Airservices leadership to ensure effective co-ordination of all activities in support of organisational objectives.

Compliance, Systems and Reporting

- Compliance with the Airservices P3M Framework , Enterprise Asset Management Framework and Technology Management Manual will be a primary accountability
- Compliance with enterprise governance systems, policies and procedures, including Safety, Environmental, WHS, Risk and Compliance.

Safety

- Demonstrate safety leadership and behaviours consistent with enterprise strategies.

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 Airservices leadership to ensure effective co-ordination of all activities in support of objectives.
- Maintain an effective relationship with stakeholder 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

- 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

- 2 or more year's relevant demonstrable experience in portfolio analysis or project performance reporting.
- Ability to analyse complex information, and distil into a simple form.
- Experience in asset and capital investment planning. Business, commerce or finance qualifications desirable.
- Knowledge of benefits frameworks
- Knowledge of risk frameworks
- Proven ability to work and perform in a complex and changing environment.
- Demonstrated experience in relating & networking in varied environments and stakeholders.
- Demonstrated experience in presenting & communicating information.
- Well-developed writing & reporting capability.
- Team collaboration skills
- Ability to plan and organise by setting clearly defined objectives; manages time effectively; identifies and organises resources needed to accomplish tasks; and monitors performance against deadlines and milestones.
- Experience in reporting systems and tools eg SAP, Business Objects, Project Server, PowerBI and advanced Excel skills.

Formulating strategies and concepts

- Support the team with regards to benchmarking, developing and improving work systems
- Challenging, redefining and adapting legacy processes to ensure efficiency, effectiveness and engagement
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be part of a much larger system

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

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.