Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>PMO Analyst</th>
<th>HEW Level:</th>
<th>HEW 8</th>
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<tbody>
<tr>
<td>Faculty/Office:</td>
<td>Vice-President, Strategy, Planning and Performance</td>
<td>Position Number:</td>
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<tr>
<td>Department/Team:</td>
<td>Vice-President, Strategy, Planning and Performance</td>
<td>Date:</td>
<td>August 2020</td>
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**Position Purpose:** To ensure the efficient and effective running of the Operating Plan PMO by providing analytical, planning, reporting and governance support, methodology upkeep and project quality management support for programs delivering the University Operating Plan.

**ORGANISATIONAL CONTEXT**

The Vice-President Strategy, Planning and Performance (VPSPP) holds executive responsibility for the development and execution of university strategy, cross-institutional planning, and oversight of whole of University Group performance.

The VPSPP supports the Vice-Chancellor, Executive Group (EG) and University Council in ensuring the long-term sustainability and strategic direction of the University and its group subsidiaries.

Specific accountabilities include:
- Whole of institution strategy
- Effective decision making and transformational change
- Planning, performance, continuous improvement, and strategic focus
- Performance metrics and reporting frameworks
- Organisation progress and performance

Macquarie University launched a five year Operating Plan in 2020 defining key strategic objectives themed around six focus areas: *Students First; Coursework Suite and Delivery; Focused investment in research; Our People; Ways of Working and Digital Transformation* each of which represent a program of work. These six programs will be delivered through prioritised projects and workstreams supported by the Operating Plan Project Management Office (OP-PMO).
### KEY ACCOUNTABILITIES

- Track and analyse projects by reporting on performance against agreed KPIs, key risks, variances and trends.
- Provide accurate, timely and transparent resource and financial information and reports to senior leadership and business stakeholders.
- Prepare, analyse and maintain program performance dashboards (risks, issues and milestones).
- Analyse resources required for project delivery to identify resource capacity and update capacity plans and forecast to ensure resource allocations meet project requirements.
- Initiate and maintain project scheduling and milestone reporting, as well as coordinating the risk and issue management process across the portfolio.
- Monitor and analyse project financials including assessing variances, reforecasting, accruals, transfers and month end process.
- Facilitate project Stage Gate Reviews including capturing project Gate Review actions and ensuring timely resolution of those actions. Act in an independent reviewer capacity, as required.
- Provide Project Portfolio Management training and support to the specified Project Team.
- Ensure projects are in adherence to OP-PMO procedures, policies and governance. Ensure documentation is completed in line with framework, and project templates are up to date, adhered to and rolled out effectively.
- Support the PMO Lead and VP Strategy, Planning and Performance in ensuring a consistent focus on the delivery of Macquarie Operating Plan Programs and that milestones, quality criteria are met within the OP-PMO standards.
- Participate in change activities and adopt new ways of working to support organisational changes required to create and sustain strategic outcomes.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | PMO Lead |
| Positions Reporting to: | • Direct: nil  
• Indirect: nil |
| Key Direct Clients: | • VPSPP and VPSPP Leadership Team  
• Office of the Vice-Chancellor  
• Operating Plan PMO (OP-PMO), Operating Plan Program Boards, and support roles  
• Executive Managers, Executive Officers and Project Officers within Faculties, Entities and Offices  
• Project Managers  
• Other external contacts |
| Other Key Relationships: | • Project teams  
• MQ staff in general  
• MQ students  
• Other external contacts  
• Change management team |
| Budget Accountability: | nil |
| Role-specific conditions: | Criminal History Check |
| Scope and autonomy: | Develops and/or modifies programs, processes, systems and/or policies that may impact University- wide projects, process improvements and/or initiatives. |
| Problem-solving: | Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed. <strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances. <strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Service Focus</strong>: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Tracking Performance</strong>: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
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## REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Tertiary qualification or diploma in Information Technology, Information Systems or a combination of relevant experience and training.
- Knowledge of project management tools and techniques.
- PRINCE2 Foundation, CAPM or RegPM (CPPP) certifications.
- Microsoft Office Suite and Microsoft reporting tools
- PRINCE2 Practitioner or P3O certification highly regarded.
- ServiceNow experience highly regarded.

## ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the University Operating Plan and Programs
- Knowledge of the University’s functions and structure.
- Knowledge of the University’s policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Knowledge of MQ OP-PMO processes and practices.

## KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Extensive experience as a PMO Analyst, PMO Support or similar role in a complex environment. Experience working in a PMO of more than $20 million portfolio capex.
- Experience in contemporary Project Management methodologies such as PRINCE2, Agile, PMBOK.
- Experience with business transformation projects.
- Experience with data analysis and report preparation using Microsoft reporting tools.
- Strong analytical and numerical skills with experience in monitoring and analysing project financials and budgets.
- Excellent written and verbal communication skills with demonstrated ability to develop and maintain relationships with clients and stakeholders at all levels.
- Highly proficient with MS Office Suite.
- Proficient with Microsoft Project Online, Project Server, MS SharePoint, MS Project Professional or MS Visio (desirable).