

ePMO Project Specialist

Position Description

Directorate	City Administration	Department	ePMO
Reports To	ePMO Implementation/Delivery Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 7

Position Purpose

This position is responsible for leading the development and maintenance of key processes, tools, and artefacts for the ePMO to enhance project management practices at City of Moreton Bay. The role will focus on the design, development, and implementation of the newly established ePMO, including leading the rollout of frameworks, processes, and tools that enable consistent, high-quality project delivery. Beyond establishment, the position will provide leadership and guidance on continuous improvement, ensuring alignment with Council's strategic objectives and fostering a culture of excellence in project management across the organisation.

Key Responsibilities and Outcomes

- **ePMO Establishment**
 - Lead the development and implementation of the ePMO framework, policies, and procedures.
 - Create templates, tools, and reporting mechanisms for project governance.
- **Project Support**
 - Monitor projects within the ePMO portfolio.
 - Provide specialist advice, guidance and support to project managers and stakeholders with documentation, scheduling, and resource coordination to facilitate the effective delivery of projects at City of Moreton Bay.
- **Governance & Compliance**
 - Ensure adherence to Council's project management framework and standards, conducting regular audits.
 - Maintain accurate records and documentation for audits and compliance purposes.
- **Reporting & Analysis**
 - Prepare and maintain project dashboards, status reports, and performance metrics.
 - Conduct analyses on project data to support decision-making and continuous improvement.
- **Stakeholder Engagement**

- Build and maintain effective relationships with internal teams and external partners to facilitate and influence effective communication and collaboration.
- Act as a key point of contact for the ePMO providing timely responses to queries and ensuring stakeholders are informed of project progress.
- **Continuous Improvement**
 - Identify opportunities for efficiency and quality improvements in project delivery.
 - Facilitate the refinement of ePMO processes and practices.
 - Contribute to the uplift of project management capability across Council by supporting improvements to tools, systems, frameworks and delivery processes.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member, you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Comprehensive experience in project coordination or support within a complex organisation.
- Familiarity with project management methodologies (e.g., PMBOK, PRINCE2, Agile).
- Demonstrated experience leading or coordinating projects within large, complex or multidisciplinary organisational environments.
- Strong analytical skills with the ability to critically interpret complex project data, identify patterns/trends and translate findings into actionable insights.
- Sound knowledge of performance reporting frameworks, delivery assurance models and project delivery methodologies.
- Proven ability to influence and work collaboratively across large or complex multi-disciplinary project teams
- Experience in preparing and presenting high quality reports, dashboards and insights for leadership or project teams.
- Proficiency in Microsoft Office Suite and project management tools (e.g., MS Project, Power BI).

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.