## Position Summary

The PMO Governance & Assurance Analyst plays a key role in the Enterprise-wide Portfolio Office (EPMO), Division of Operations and provides support to the delivery of strategic investments. The role is responsible for ensuring good practice execution of the UNSW project management and governance frameworks and associated approaches, processes and tools. This role conducts monthly status reviews, including monitoring risks, issues and dependencies and quality assurance across the UNSW Transformation Portfolio. Additionally, this role assists in coordinating and developing portfolio reporting incudling financials to the UNSW executive team

The role reports to the PMO Governance & Assurance Lead and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Implement and apply the governance framework for all programs and projects within UNSW’s Transformation Portfolio including policies, processes, procedures, templates, governance structure and membership, terms of reference and delegations of authority.
* Participate in assurance reviews such as project health checks and set up for success reviews and provide actionable insights and follow-up support as required.
* Support the PMO Governance & Assurance Lead with respect to continuous improvement of processes aimed at supporting the delivery of the University’s strategic investments.
* Proactively prepare and analyse UNSW Transformation portfolio, program and project reports to present accurate and beneficial information to relevant governance forums and key stakeholders. This includes the analysis and presentation of complex financial data.
* Assist in the development and delivery of targeted training to key stakeholders as required.
* Any other duties as directed, commensurate with the scope and classification of the position.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

* Relevant tertiary qualifications or equivalent industry experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
* Experience working in a Project Management Office in a highly dynamic, changing and complex organisation.
* Demonstrated experience working with a range of project management methodologies and of using project management processes and tools for planning, monitoring and controlling projects and programs.
* Demonstrated excellent written and verbal communication skills with proven ability to write concisely and persuasively to a wide range of audiences, in particular to governance committees.
* Proven ability to analyse, interpret and effectively communicate complex data, in particularly project financials (budgets, actuals and forecasts) and provide recommendations to key stakeholders and governance committees.
* Demonstrated ability to use initiative to continually improve and proactively problem solve.
* High level organisational skills with the ability to deal with multiple tasks, establish priorities and meet strict and/or tight deadlines.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.