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| Position Title | Reporting and Metrics Lead | Position No | **TBA** |
| Team | Product & Content Technology | Classification | Admin/Professional |
| Department | Technology Portfolio Office  | Level | Band 9 |
| Location | Sydney  | Approved |  |
| Reports to | TPO Lead  |

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| Purpose |

Working with the Technology Portfolio Office (TPO) Lead, will be responsible for defining, collecting, analysing and reporting information about status and performance of the portfolio.  The Reporting and Metrics Lead will also ensure current and future projects are delivered in line with best practice delivery techniques appropriate to the type and scale of projects and delivering the identified business benefit.

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| Key Accountabilities |

**Planning and Delivery**

* Understand the portfolio and define the key reporting and metrics data that will be used to measure the health of the technology investment portfolio across the disciplines of cost, scope, schedule, quality
* Research, define and standardise the key reporting and metrics data which will measure portfolio performance in respect of benefits & outcomes realisation, schedule and cost performance.
* Understand and use the tools for project and agile delivery methodologies in collecting data and develop dashboards and reports.
* Develop and implement processes for data collection and analysis. Analyse trends and data to develop improved reporting.
* Identify, capture and report on cross portfolio dependencies and their impacts.
* Support and contribute to a culture of continuous improvement in the TPO.

**Collaboration and Reporting**

* Research, develop and maintain methods for consolidating delivery information to provide effective and relevant stream and portfolio reporting.
* Prepare TPO monthly, annual and ad hoc reporting and commentary for governance forums and other key internal stakeholders.
* Analyse and present project and portfolio results.
* Monitor the quality and consistency of information captured and work with teams to ensure there is a high level of quality and compliance.

**Stakeholder and Relationship Management**

* Work closed with delivery owners to develop plans for measuring and reporting on the portfolio achievements.
* Ensure that the relationships between the TPO and its key stakeholders are positive and constructive.
* Operate cross functionally across the team of project managers and business partners supporting all initiatives.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

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| Key Capabilities/Qualifications/Experience |

1. Appropriate qualifications and/or relevant experience.
2. Strong professional knowledge, capability and background as a reporting/metrics lead, analyst or similar role, in the technology, media, financial or consulting sectors.
3. Proven ability in supporting successful PMO or enterprise transformation initiatives; and demonstrated report and data analysis skills, with demonstrated capability in producing insights and supporting analysis of complex and varied reports and datasets.
4. Excellent written communication and report writing skills, with the ability to generate high-quality professional reports using a range of software packages. Well-developed numerical and analytical skills with a focus on developing insights not merely analysis.
5. Proven capabilities including strong interpersonal, communication and motivational skills; with proven ability to work effectively as part of a high-performing team and support a culture of continuous improvement.
6. Proven ability to accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience.
7. Advanced influencing and negotiation skills, with proven ability to communicate and present effectively at all levels of the organisation.
8. Excellent communication skills and an ability to interact at all levels in an organisation in a pressurised and deadline sensitive environment.
9. An understanding of and commitment to the ABC’s principles, [aims, and workplace policies.](http://about.abc.net.au/)