



POSITION DESCRIPTION

Position Title	PORTFOLIO GOVERNANCE ANALYST	Position No.	50054355
Team	[Product & Content Technology]	Classification	[Administrative/Professional]
Department	Technology Portfolio Office	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 8]
Reports to	HEAD PORTFOLIO & DELIVERY SERVICES 50057953	HR Endorsement	13/05/2021
Purpose			

Create, maintain and effectively manage portfolio, program and project operational and governance processes and standards to enable the successful delivery of the Product & Content Technology's portfolio of product and technology programs and projects in line with the ABC's strategic priorities.

Key Accountabilities

- Under broad direction, develop, implement, and maintain portfolio, program, and project standards to be used across Product & Content Technology's full portfolio of programs and projects.
- Liaise with key stakeholders, particularly Program and Project Managers, to ensure quality information is entered into Workfront to provide consistent portfolio management at all levels.
- Develop effective and strategic working relationships across the prioritisation forum representatives (senior leaders) and Product & Content Technology to enable continuous improvements that are essential for improved operational and portfolio governance.
- Identify and manage key processes and systems within the Portfolio Delivery Framework, which impact on delivery effectiveness and drive continuous improvement across Product and Content Technology teams.
- Define, adapt and improve standards for use of tools for Waterfall, Agile and Hybrid project delivery methodologies across the Portfolio, directing program and project managers regarding the appropriate tools for each project.
- Provide visibility of project documentation to govern status of programs and raise issues and risks that may impact on final approval and delivery and recommend appropriate strategies to enable timely resolutions.
- Take principal responsibility for planning and assessing business cases to improve quality, including working with key stakeholders across the business and within the Product and Content Technology leadership team to ensure consistency.
- Ensure data quality is optimised and prioritised across the Technology Portfolio Office and advocate its importance with the team and colleagues as a core enabler of effective portfolio delivery.
- Generate high level reports to assist the Head of Portfolio and Delivery Services, Program and Project Managers to plan, govern and deliver product and technology programs and projects across the ABC.
- Prepare portfolio documentation, presentations, reports, and analysis as required; and create timely and accurate dashboards and project timelines for key stakeholders on the progress of strategic activities.
- Contribute significantly to the preparation of P&CT reporting, presentations and commentary for governance forums and other key internal stakeholders.
- Define the reporting required on portfolio performance to ensure effective governance and monitor compliance.
- Operate cross-functionally across the team of program managers, project managers and business partners supporting all initiatives.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.





POSITION DESCRIPTION

- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or equivalent significant skills, knowledge and experience.
2. Significant experience developing standards, influencing, and coaching others to comply, including management and improvements to project management standards and practices.
3. Demonstrated significant experience in driving enterprise change and transformation initiatives in a portfolio office, in a highly complex and evolving portfolio, including major and minor projects.
4. Demonstrated significant experience working with various types of project management software (e.g. Workfront and MS Project) and core Microsoft Office Suite (e.g. PowerPoint, Word and Excel).
5. Outstanding capability to maintain and work with large amounts of data.
6. Outstanding analytical, problem-solving and reasoning skills with the ability proactively identify issues and opportunities and take appropriate action.
7. Demonstrated outstanding planning and organisational skills, including high level attention to detail and the ability to apply initiative.
8. Demonstrated outstanding oral and written communication skills, including significant experience writing and presenting accurate reports and presentations to meet tight deadlines as well as the ability to communicate strategic plans to a wide range of audiences.
9. Demonstrated outstanding interpersonal and negotiation skills, with the ability to develop strategic working relationships at all levels and work effectively and confidently with senior stakeholders to negotiate and influence positive outcomes for the ABC.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.