



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Enterprise Project Management Officer			
<b>POSITION NO:</b>		404203	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Infrastructure and Environment			
<b>BRANCH:</b>		Building and Asset Management			
<b>UNIT:</b>		Asset Management and Projects			
<b>REPORTS TO:</b>		Senior Coordinator Asset Management and Projects			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

Yarra City Council is committed to being a [Child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

### POSITION OBJECTIVES

The role works across the organisation to provide enterprise-wide Project Management support and advice on projects relating to capital works and corporate projects, build Project Management skills and capacity, and integrate related Project Management processes. It requires highly developed communication, collaboration, and influencing skills. The role also requires a customer and stakeholder focus and a strong commitment to continuous business improvement.

#### 1. Project and Program Management Leadership

- Provide leadership and influence through reviewing and implementing the Project Management Framework and various policies, processes, systems, and controls to ensure the delivery of enterprise project and program objectives, outcomes, and outputs.
- and increase project management maturity and capability.

- Investigate and continually improve portfolio/program management practices, including identifying opportunities for business improvements and greater effectiveness in scheduling, tracking, budgeting, and resourcing projects and programs.

**2. Project and Program Performance Monitoring**

Monitor, review and report on all discretionary operating and capital projects while developing and implementing new metrics and insights to assist managers and executives in effectively managing project/ program performance.

**3. Project and Program Development**

Facilitate and support the timely development of capital and operational project/ program pipelines through clearly articulated processes and timelines.

**4. Project and Program Governance and Control**

Implement effective controls and governance of programs and projects through Project Board Meetings (PBM) and reduce deliverability risk

**ORGANISATIONAL CONTEXT**

The City of Yarra is committed to efficiently and effectively servicing the community to the standards expected; protecting, enhancing and developing the City’s physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Infrastructure and Environment Division is responsible for both strategic and operational management of the Council’s transport, stormwater, building, open space, and land assets as well as enterprise project management. The Building and Asset Management Branch is responsible for Council’s building maintenance, service contracts, project and program management, and Asset Management.

**ORGANISATIONAL RELATIONSHIPS:**

<b>Position reports to</b>	Senior Coordinator Asset Management and Projects
<b>Position supervises</b>	None
<b>Internal Relationships</b>	<p>The incumbent liaises with staff at all levels within the Organisation, including Chief Executive Officer, Corporate GMs and Branch Managers.</p> <p>Key internal relationships include:</p> <ul style="list-style-type: none"> <li>• General Manager Infrastructure and Environment</li> <li>• Manager Financial Services</li> <li>• Project Sponsors</li> <li>• Project Delivery Managers</li> <li>• Project Managers</li> <li>• Corporate Systems in the Information Services Branch</li> </ul>
<b>External Relationships</b>	The incumbent is also required to develop and maintain a professional relationship with external bodies, consultants, contractors and peers from other councils

## **KEY RESPONSIBILITIES AND DUTIES:**

### **Project Management Framework, processes and management**

- Develop, implement, and maintain a comprehensive portfolio/program/ project management framework that includes structures, standards, processes, documentation, and reporting.
- Tailor the framework to the organisation's specific needs and objectives, be agile, comply with relevant regulations, support timely delivery, and provide sufficient transparency and data to enable sponsors and stakeholders to make well-informed decisions.
- Implement procedures and controls to ensure project information and data are handed over to appropriate business units

### **Project / Program Evaluation, Monitoring and reporting**

- Lead the monitoring and assessment of all aspects of project/ program execution to identify issues and risks, measure progress, and determine project effectiveness.
- Ensure the strategic coordination and governance of portfolio/program elements, including control, reporting, and tracking.
- Oversee and manage the tracking and reporting on project portfolio/program performance, providing a real-time, comprehensive, and prioritised view of all projects.
- Monitor all areas of project expenditure and identify and report on variances to ensure optimal returns from project investments
- Ensure timely and accurate reporting on underspend and potential overspend and track and monitor benefits realisation against planned targets.
- Prepare and present reports for various meetings and briefings as and when required, including but not limited to Council and Executive.

### **Project/ Program Governance and Support**

- Lead the development and implementation of governance and compliance frameworks to meet external reporting requirements and manage systems and tools that facilitate and add value to successful portfolio/program delivery.
- Drive responsibility through clear ownership assignments of portfolio/program components and lead stakeholder communication and feedback strategies to ensure gaps and risks are identified and addressed.
- Establish, develop, and maintain positive consultative relationships with stakeholders, program and project sponsors, designated project managers, and project teams to enable the EPMO to provide expert advice, coaching, and support in facilitating, tracking, and reporting on projects and in the early identification and remediation of risks and issues.
- Monitor and manage various change requests from project managers and sponsors concerning projects and programs.
- Facilitate the monthly Project Board Meeting (PBM) with all Project Managers and the General Manager Infrastructure and Environment and manage the action items associated with each PBM.

### **Administration**

- Organise and maintain a filing system for all project/ program management related documentation in accordance with Council corporate requirements.

- Ensure project/ program data is maintained, accurate, up-to-date, and readily retrievable, including records relating to their evaluation and development.
- The Manager may direct the incumbent of this position to carry out such other duties as are within the limits of the employee's skill, competence and training.
- Ensure project managers provide accurate monthly project status information

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Enterprise Project Management Officer is accountable for the effective development, monitoring, controls and reporting associated with enterprise capital and operating project/ program management; for acting as an effective team member; for delivery of allocated tasks and budgets and for effectively representing the Branch and Council.
- The Enterprise Project Management Officer will be required to develop and review Council's Project Management Framework and policies associated with the framework.
- The authority and freedom to act in the position are governed by broad goals, policies, and budgets, which are periodically reviewed with the Senior Coordinator Asset Management and Projects to ensure adherence to branch goals, objectives, and budgets.
- Decisions and actions taken will have a substantial impact on the performance of the organisation and the broader community.

## **Safety & Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

## **At Yarra Every Job is a Climate Job**

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

## **Yarra Values**

- Behave according to the following values, which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
- Accountability

- Respect
- Courage

## **JUDGEMENT AND DECISION MAKING**

- The Enterprise Project Management Officer is expected to draw upon significant professional experience, to exercise judgement and adaptability, to identify and analyse a range of options to solve problems (both practical / technical and administrative), including many problems not previously encountered.
- The Enterprise Project Management Officer is also required to exercise professional judgement and adaptability in identifying, analysing and recommending policy options in relation to the Infrastructure and Environment division and Council in relation to Project and Program Management.
- Under minimal supervision from the Manager, the Enterprise Project Management Officer is responsible for all decisions, recommendations, reports and advice given to Council, staff, other authorities, customers and the community related to Enterprise Project/ Program Management.

## **SPECIALIST SKILLS, KNOWLEDGE AND ATTITUDES**

- Significant specialist skills, knowledge and experience in project management
- Experience using Project Management and financial software
- Highly advanced verbal and written communication skills for liaison and reporting with internal and external key stakeholders and possess the ability to provide authoritative project/ program advice.
- Experience working with databases and various reporting tools such as PowerBi and Excel
- Experience working with both capital works and operating projects.
- Strong problem-solving and analytical skills, with a demonstrated ability to extensively identify, report, design and scope changes that facilitate significant business and management system improvement.
- Sound knowledge of budgeting, accounting and financial procedures and how they relate to Enterprise Project Management.
- Knowledge and understanding of the Local Government Act, Australian Standards and other statutes and sub-ordinate legislation as they relate to project and program management

## **MANAGEMENT SKILLS**

- Efficient and effective planning and use of own time as well as that of other members of the team, including the setting of priorities to achieve specific and set objectives with the resources available and within set time frames despite conflicting pressures.
- Commitment to ongoing professional development.
- A belief in the value of teamwork and the ability to work with others to achieve goals and optimal project outcomes.
- Ability to use independent professional judgment when dealing with conflicting pressures and issues.
- Challenges others to seek more efficient ways of doing things to resolve issues.
- Ability to be comfortable with public speaking and running workshops to improve relationships and build rapport across the organisation.

## **INTER-PERSONAL SKILLS**

- Ability to indirectly lead, motivate and develop staff, from across the organisation to embed Project Management principles, processes and practices
- Substantial achievement in consistently facilitating and negotiating positive outcomes and support with a diverse range of stakeholders with different needs and priorities.
- Highly developed ability to build and nurture strong internal and external relationships, encouraging business units and stakeholders to work collaboratively to address issues and achieve results
- Ability to communicate with counterparts in other organisations to discuss and resolve matters of common interest.

## **QUALIFICATIONS AND EXPERIENCE**

- Extensive knowledge of enterprise project/ program management applications such as Technology One and exceptional MS Office software skills.
- Degree qualified with relevant experience or lesser qualification with significant experience.
- Certification or strong working knowledge and application of Project Management and Change Management Methodologies, eg. P30, Prince2, PMP, ADKAR, PMBOK.

## **KEY SELECTION CRITERIA**

1. Well-developed interpersonal and communication, conceptual, strategic and analytical skills, including the ability to interpret and convey complex information to different audiences using a range of mediums.
2. Strong operational planning skills, with a capacity to meet changing demands.
3. Extensive experience in managing diverse project portfolios that include infrastructure capital works delivery and other more corporate-orientated projects.
4. Extensive experience in developing and implementing project management frameworks, systems and processes across a multidisciplinary organisation.
5. Experience using project management software and BI applications and some knowledge of databases.