

## Principal Portfolio Delivery

### Position Description

<b>Directorate</b>	Planning	<b>Department</b>	Strategic Planning and Place Making
<b>Reports To</b>	Manager, Strategic Planning and Place Making	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 8

#### Position Purpose

This position provides project management expertise and leads the programming and delivery of the Reshaping our Region's Planning Portfolio to meet the needs of the community within the City of Moreton Bay area.

#### Key Responsibilities and Outcomes

As a Principal Portfolio Delivery and member of the Strategic Planning and Place Making Department you will:

- Report to the Manager, Strategic Planning and Place Making in supporting both program and project management delivery of the Reshaping our Region's Planning Portfolio - overseeing and coordinating the development and updating of project management plans for all aspects of the portfolio (excluding the new planning scheme), utilising appropriate tools and communication methods.
- Coordinate program and project management activities to ensure programs are delivered in accordance with priorities and budget requirements and inform contemporary and fit-for-purpose approaches to portfolio and resource management.
- Prepare regular performance and progress reporting for senior management representatives, and project teams, and present advice on progress delivery, ensuring proactive and early identification of issues for timely resolution.
- Work closely with the Manager providing strategic insights across the portfolio on project delivery and resource allocation, and assisting in long-term business planning and forecasting.
- Manage risks and issues, including the preparation and ongoing review of risk matrices, and reporting on key risks through established project governance frameworks.
- Establish and maintain effective working relationships and build positive rapport across a range of diverse internal and external stakeholders to support portfolio delivery.
- Lead debriefing sessions to capture insights, lessons learned and areas for improvement to inform future projects.

- Develop and maintain efficient operational and management systems and procedures, and performance measures to continually improve work practices and team performance.
- Collaborate to develop and deliver business requirement documents, statements of work including tender and procurement activities as required.
- Actively contribute to and champion changes in processes, procedures and systems to support continuous improvement, project outcomes and the strategic direction of the department.

**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**

<b>Decision Making</b>	
<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**
- Substantial experience in portfolio, program and project management and associated risk management practices and skills in the delivery of various multi-phase projects.
  - Knowledge and experience in delivery of multi-disciplinary projects with a large number of stakeholders and a practical and pragmatic approach to problem solving and project delivery.
  - Ability to understand and interpret state and local government legislation and policies.
  - Ability to be responsive to changes in direction in uncertain or emergent circumstances and in a rapidly changing policy environment.
  - Excellent communication skills with an ability to communicate portfolio and timing expectations in a simple and concise manner (both verbally and in written form) and negotiate appropriate outcomes to support optimal project management, with a strong focus on the provision of quality customer service.

- Qualifications**
- Tertiary qualification in business management, project management, other relevant training, or equivalent experience in a similar role.
  - Current C class driver's licence.

*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.*