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| Position Title | Benefits Lead | Position No | **TBA** |
| Team | 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, provide assistance with identifying and quantifying intended benefits at the project and portfolio level prior to, or at the time of, commencement and support ongoing tracking and measuring of stated outcomes against intended benefits.

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| Key Accountabilities |

**Planning and Delivery**

* Coach individuals, teams & business stakeholders to help them identify benefits & support the growth of the TPO & teams in a benefits driven culture.
* Track business cases as they progress through the approval process and provide reporting as required.
* Maintain a central benefit register (benefit details, owner, timeframes etc) and liaise with teams to ensure benefits are updated reflecting any scope changes.
* Facilitate benefits tracking ceremonies, to track and analyse the realisation of benefits as defined in the benefits realisation plan.
* At the commencement of initiatives, support teams to identify and document benefits and KPI’s and methods and metrics for monitoring the realisation of those benefits or KPIs.
* Lead & advocate for benefits management best practice.
* Develop and deliver training for teams & business stakeholders., building their benefits knowledge, creating shared ways of working and helping to identify & deliver benefits more effectively.
* Help the TPO identify & resolve impediments and escalate those that cannot be resolved.
* Support and contribute to a culture of continuous improvement in the TPO.

**Collaboration and Reporting**

* Provide benefits support for the preparation of business cases benefits and support the Business Case Review Group and other forums in their consideration of benefits.
* Report on benefits performance at the portfolio level
* Provide assurance that the benefits are measurable, realistic and achievable and that the risks to the benefits are being effectively managed.
* Initiate benefit reviews to provide assurance of benefit realisation plans.
* Monitor benefit realisation activity after component project delivery.
* Build a high performing benefits culture helping to establish a collaborative way of working and continuous improvement.

**Stakeholder and Relationship Management**

* Responsible for establishing & enhancing the organisational understanding and knowledge of benefits management.
* Ensure that relationships between the TPO and its stakeholders are positive and constructive.
* Collaborate across the team of delivery leads & 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. Demonstrated ability and experience in benefits management in a successful Portfolio Office, ideally in a large organisation.
3. Ability to define and project future benefits and associated costs, with the ability to understand the true value proposition of each initiative.
4. Ability to analyse both qualitative and quantitative benefits information, with a high degree of accuracy and attention to detail.
5. A successful track record of supporting a benefits led organisation with proven ability in creating a culture of benefits realisation.
6. Demonstrate a willingness to challenge existing practises to support the organisation to continuously deliver benefits.
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. Proven ability to facilitate meetings & workshops with teams and stakeholders at all levels
9. Demonstrated experience coaching individuals & teams to maximise the ABC’s benefit management strategies.
10. Comfortable in working in changing environments coupled with an ongoing desire to improve organisation’s ways of working.
11. An understanding of and commitment to the ABC’s strategy, [aims, values and workplace policies.](http://about.abc.net.au/)