



Position Details

Position title:	EPMO Portfolio Planner
Award Classification:	Band 7
Department:	EPMO – Enterprise Portfolio Management Office
Division:	Governance and Organisational Performance
Date Approved:	September 2024
Approved By:	Executive Manager, Governance & Organisational Performance

Organisational Relationships:

Reports To:	Manager EPMO (Enterprise Portfolio Management Office)
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Service providers, software vendors and consultants.

Position Objectives

- Support an organisational uplift in project planning and scheduling through developing and implementing effective standards, templates, controls, and practices. This will include providing expert advice, leadership and mentoring in project planning and schedule management.
- Support the planning and delivery of the enterprise project portfolio through ensuring accurate project schedules are developed and maintained for all projects and programs.
- Support the organisation with long-term portfolio planning, regular deliverability assessments, portfolio prioritisation, and project resource capacity planning.

Key Responsibilities and Duties

- Support adoption of effective project planning/scheduling standards, practices, and processes, across the diverse enterprise project portfolio.
- Be the organisation's subject matter expert in work and project planning, including waterfall and iterative planning methodologies.



- Initiate and maintain an accurate enterprise view of Council's project portfolio using the project management system – PLM - a Technology One system.
- Provide schedule control and assurance for all portfolio projects in line with project governance policies and procedures.
- Support the organisation in the annual portfolio build and planning of the 10-year project portfolio by providing visibility key project milestones, constraints, resourcing requirements, and alignment to budget phasing.
- Provide guidance and coaching to Project Managers in the establishment and maintenance of their project schedules including milestones, critical path, resourcing, constraints, contingency and inter-dependency management.
- Actively participate in the development and implementation of continuous improvement activities relating to project planning, resource capacity planning, scheduling and reporting.
- Support other EPMO staff members when required with assurance, capability uplift and data analytics, or other business unit requirements.

Accountability and Extent of Authority

- Accountable for ensuring accurate and effective project plans are managed in the Project Management System.
- Responsible for delivering planning assurance to Manager of EPMO, Project Sponsors and the Executive Leadership Team
- Responsible for ensuring that the quality of information presented is of a high standard, ensuring constructive advice and guidance is provided to project managers, sponsors and the Executive Leadership Team.
- Undertake a range of duties within broad objectives and guidelines.

Judgement and Decision Making

- Ability to identify issues/concerns in project, program and portfolio plans and influence personnel to address these concerns and improve quality.
- Ability to provide direction and advice to internal stakeholders on portfolio planning and performance.
- Escalate issues when appropriate to ensure the timely, cost-efficient, and quality delivery of the enterprise project portfolio.

Specialist Skills and Knowledge

- Advanced skills in the use of project management and scheduling tools,
- Experience and proficiency in providing analysis of project, program and portfolio schedule performance.
- Understanding of project management methods, particularly project status tracking and reporting.



- Knowledge of budgeting, accounting and financial processes as they relate to the management of projects in a government environment.

Management Skills

- Ability to work individually and as part of a team with limited supervision
- Ability to work effectively under pressure and manage competing priorities
- Develop and foster co-operative relationships with all project stakeholders to achieve the best overall project outcomes for Council
- Ability to escalate issues appropriately to supervisor or manager

Interpersonal Skills

- A demonstrated ability to work consultatively and collaboratively with diverse stakeholders across the organisation, including those that may have limited project management or systems knowledge.
- Ability to build relationships and influence those outside direct control.
- Demonstrate the ability to take on board feedback and direction in a positive manner.
- Commitment to providing services which are customer focused and developed to provide successful outcomes for all stakeholders.

Qualifications and Experience

- Degree in related technical discipline is desirable, or lesser formal qualifications with more substantial relevant experience.
- Experience as a project/portfolio/operations planner or project manager in scheduling and tracking multiple projects and programs in accordance with relevant project frameworks and standards.
- Experience in providing project planning and scheduling advice and support to a diverse range of stakeholders.
- Experience with system-based scheduling and planning tools, such as Microsoft Project, Primavera or other similar tools. Experience in optimising an inhouse PPM tool for scheduling.
- Experience with implementing project management frameworks, methodologies and principles.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.



Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- A tertiary qualification in Project Management or post graduate and several years of subsequent experience or lesser formal qualifications and extensive and diverse experience.
- Advanced skills in the use of project management and scheduling tools.
- Understanding of project management methods, particularly project status tracking and reporting.
- Experience and proficiency in providing analysis of project, program and portfolio schedule performance.
- Experience, knowledge and proficiency in portfolio planning processes and methods and their relationship to broader organisational planning.



- Knowledge of budgeting, accounting and financial processes as they relate to the management of projects in a government environment.
- Demonstrated experience working in cross organisational contexts and an ability to build positive and productive working relationships.
- Demonstrated ability to manage competing priorities and work in a self-directed manner.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.