



# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
<b>EPMO Controller</b>	<b>2865</b>
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
<b>Band 8</b>	<b>224713</b>
<b>DEPARTMENT</b>	<b>DIVISION</b>
<b>Enterprise Portfolio Management Office (EPMO)</b>	<b>Infrastructure and Environment</b>
<b>AGREEMENT</b>	<b>LOCATION</b>
<b>Ballarat City Council Enterprise Agreement no. 9 2023</b>	<b>The Phoenix</b>

## Position Objectives

- The primary objective of this position is to become a trusted adviser to the internal Owners and Project Managers for the Enterprise Portfolio Management Office (EPMO) service within the Council.
- Manage the day-to-day operations and controls of the EPMO. This role will work alongside the EPMO Strategic Lead to support transition to the new EPMO model.
- Provide a high level of professional expertise to the EPMO rollout with a focus on project and program execution and sustainability post implementation.
- Drive continuous improvement on project and programs to ensure lessons learned are captured and shared.

## Key Responsibility Areas

- Lead the project controls function for the EPMO, reporting to the EPMO Lead on progress, challenges.
- Develop program controls plan based on logical framework approaches, engaging with key stakeholders internal and external to the organisation
- Chair Program Steering Committee (PSC) meetings, responsible for meeting cadence, producing PSC pack prior to meeting and distribution of minutes
- Maintain program timeframes, objectives, and communications
- Providing assurance oversight to the Program Steering Committee and ELT in relation to the execution of their programs and projects
- Managing compliance to agreed stage gate approval process
- Create and manage documentation and reports for overall programs and portfolios
- Manage EPMO governance framework and report development
- Track, forecast and report on program progress including metrics and challenges
- Collect the necessary information required to analyse the overall program
- Oversee program planning, budgeting, and strategy
- Monitor key performance indicators
- Analysing program data and providing insights to optimize performance
- Identifying problems and shortfalls and proposing solutions
- Providing general program support and coaching
- Collaborate with EPMO Strategic Lead

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
EPMO Lead	N/a
<b>ORGANISATIONAL RELATIONSHIPS</b>	
Internal:	External:
All divisions and business units Project Owner Project Managers	Contractors and consultants

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## Accountability and Extent of Authority

- Establish and maintain constructive partnerships across business areas and organisational units.
- Support for accurate and timely delivery of all projects.
- Progress reporting through Councils current project management templates and maintain an appropriate suite of template documents.
- Transition the implementation of the organisation's new portfolio and project management (PPM) tool - CAMMS.
- Administration of the project module of the CAMMS system.
- Liaise with directorates, business units, project managers and stakeholders

## Judgement and Decision Making

- Ability to think strategically and holistically, and consider options and implications at various decision points within a political environment
- Skills and political acumen in dealing with stakeholders and delivering advice including in council forums
- Skilfully able to gain cooperation and satisfactory outcomes with a wide range of stakeholders
- Ability and confidence to make decisions and recommendations based on corporate policies and procedures
- Ability to use initiative and to problem solve in response to highly varied and complex urban program and project matters
- Exercise personal judgment within agreed standards to respond to a service requests and to encourage/support other staff to do the same

## Specialist Skills and Knowledge

- Relevant experience in PMOs in Major Projects/Programs of comparable scale and complexity
- Highly effective report writing and presentation skills
- Demonstrated project controls experience and/or management of project management framework
- Demonstrated success of working within project teams in the planning, development and execution of a pipeline of capital works within a live operational environment
- Experience and ability to lead teams and develop staff
- Understanding of change management and strategic planning

## Management Skills

- Ability to manage own time, plan & organise own and others' work and resources
- Ability to set priorities, empowering, motivate and develop staff in a positive and supportive work environment
- Prepare, monitor and report on budgets (project and operational)
- Experience engaging and facilitating diverse stakeholders towards consensus
- Ability to cope with uncertainty and be agile in response to dynamic situations
- Confidence managing and supporting change in collaboration with management to deliver service improvements
- Ability to manage and oversee consultant contracts and outputs

## Interpersonal Skills

- Approachable and open communicator able to actively listen to people and synthesise information
- Highly developed oral and written skills in the clear communication of complex ideas and issues to a broad audience
- Experience in facilitating, negotiating, and influencing outcomes and resolving conflicts
- Ability to establish and develop positive relationships and partnerships

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## Qualifications and Experience

- A relevant tertiary qualification in Management, Engineering, Project Management or a related discipline and sound relevant professional experience
- Significant experience working in a PMO or project controls.
- Experience in leading teams and developing staff (coaching and mentoring)
- Experience in (or an understanding of) working in a local government environment
- Community engagement and stakeholder management experience

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## SELECTION CRITERIA

- A relevant tertiary qualification in and experience in a Project Management and/or Controls.
- Demonstrated project management knowledge and experience with a diverse set of project types.
- An energetic, engaging and positive leader and team player with a track record contributing to broader organisational leadership, transformation and culture
- Excellent written and oral presentation skills to skilfully communicate complex issues and ideas to a variety of audiences to impact outcomes
- Demonstrated capability in mentoring and developing skills across organisational divisions, and positively leading changes in implementation of new processes and frameworks.
- Experience and/or understanding of a PPM system (Portfolio & Project Management) would be advantageous, particularly experience within a Council environment with CAMMS.

## City of Ballarat Core Values

<p><b>We are honest and transparent</b></p> <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p> <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p> <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p> <ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p> <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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# POSITION DESCRIPTION

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:	Signature:	Date:
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