Position Overview

Position Title	Project Coordinator, Enterprise Portfolio Management Office
Business Unit	Office of the Chief Executive Office
Remuneration Type	Indoor Enterprise Agreement Level 4
Reports to	Senior Manager Enterprise Portfolio Management Office
Direct Reports (role)	Nil
Location (s)	Northern Corporate Centre
Success Profile	4.4 Project Management Role Success Profile
Delegation Level	Level 6

Our Values

INNOVATION
We seek new ways of doing things better

HONESTY AND INTEGRITY
The work we do is always and only in the best interests of our customers, stakeholders, community and the environment

RELIABILITY
We mean and do what we say

ONE TEAM
No one succeeds at the expense or exclusion of others

EFFICIENCY
We don't waste time, money or effort

SAFETY
We think, walk and talk safety every day

Behavioural Capabilities

SAFETY
I work safely, and encourage my team members to do the same

AGILITY
I seek new and better ways of doing things

CUSTOMER CARE
I consider how customers are affected by my work

COLLABORATION
I am a team player – we are better together

ACCOUNTABILITY
I mean and do what I say

Position Purpose

The Enterprise Portfolio Management Office (EMPO) provides enterprise level planning, coordination, oversight, governance, and assurance services across Unitywater's portfolios that enable the delivery of the organisation's strategic objectives, including water and sewage capital projects, technology projects, business improvement projects, and strategic corporate projects.

The Project Coordinator has a key role in supporting the delivery of Unitywater's strategic business objectives. The position provides project management governance coordination, support and guidance to project delivery teams, and business contributors within the Unitywater project management lifecycle. The coordinator supports project delivery teams by providing project assurance advice and services to ensure projects meet the governance requirements of enterprise project management. The responsibility for project delivery sits with the relevant project team.

The position contributes to the continuous improvement of EPMO frameworks, reporting, process and tools, and change management to support consistent, high-quality outcomes. The position will provide hands on support to project and program delivery teams, through a collaborative and partnering approach.

Position Accountabilities

Key functions of the role include:

Support the development of project and program management capability.

- Provide guidance and support to project and program managers on the governance requirements for their project/s.

- Provide guidance relating to the transition of project deliverables and gate assurance activities prior to project completion.

- Monitor project and program delivery across the Unitywater portfolio to ensure compliance with the Unitywater enterprise stage gates.

- Support and contribute to project related change requests in line with the Unitywater change governance processes.

- Support the completion of project quality management planning, project health checks and lessons learned.

- Support the project initiation and documentation to ensure that when projects are approved for reporting to commence, project documentation, metrics and other data is correct and approved.

- Review project closeout and stage gate documentation for accuracy and completion prior to progression through Unitywater enterprise stage gates

- Review lessons learned and convert these learnings into delivery system updates and communicate these to the broader project community

Provide technical advice on Project Management Governance

- Act as a touch point for support project delivery teams on the EPMO frameworks, processes, templates and supporting tools.

- Working with the Reporting Analysis facilitate and support projects and program managers to ensure data captured into the systems is correct, approved and fit-for purpose.

- Support and facilitate project governance and controls in line with project complexity.

- Support project teams in completing project governance, risk and issue management requirements.

- Support the ongoing development and maturity aspirations of the benefits management framework, and the ongoing review and continuous improvement of benefits and value delivery.

- Assist the delivery training programs and support user training to uplift knowledge and capability of project Unitywater community.

Deliver value through strong relationships and interpersonal excellence

- Support project delivery teams on Unitywater project management and assurance processes.

- Develop strong working relationships with key internal and external business stakeholders.

- Support the Principal Advisor to coordinate the EPMO project management communication activities.

- Take ownership of projects and initiatives allocated.

- Support and role model the WH&S policies, procedures, and practices of Unitywater.

- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.

- Use inherent and relevant skills and experience to assist in achieving the goals of the EPMO and Unitywater generally.

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Key Relationships

Key working relationships internal and external to Unitywater are:

- EPMO Manager and EPMO team members.
- Portfolio delivery teams.
- EPMO Project Portfolio Management tool vendor.
- Other key internal team members.

Capability Requirements

The requirements for the position are:

- Qualifications in business, information technology, project management or related field.
- 3+ years project or relevant experience, with experience working in PMO and/or managing projects, budget and financial tracking and issue resolution.
- Able to work under pressure and meet deadlines.
- Able to execute good judgement in raising concerns and issues to management.
- Ability to prioritise multiple competing priorities and use initiative.
- Excellent presentation and facilitation skills with the ability to structure, engage and present information professionally, and engage with the Unitywater executive team.
- Demonstrated relationship management with the ability to cultivate positive and collaborative working relationships.
- High level of proficiency with the Microsoft Office suite of products, particularly Word, Excel, Outlook and PowerPoint, and a sound knowledge, or the ability to rapidly acquire a sound knowledge, of Unitywater specific information systems.
- Strong analytical, problem solving, organisation and planning skills.
- Agility to work within a small team environment.
- Project, Program and/or Portfolio Management Qualifications/Certifications (DevOps,PRINCE2, PMBOK, AIPM or similar)
- Demonstrated experience in change management and communication processes.
- Strong compliance skills and demonstrated ability to evaluate compliance with identified governance frameworks.

After Hours Service

This role may be required to participate in afterhours work and be part of an on-call roster as the need arise to ensure the continuity of service to Unitywater's customers.

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