



## Position Description

<b>Position Title:</b>	<i>Portfolio Analyst</i>	<b>Classification Level:</b>	<i>5</i>
<b>Position Number:</b>	<i>00032018</i>	<b>Reports to:</b>	<i>Manager Enterprise Portfolio Management Office</i>
<b>Division:</b>	<i>Service &amp; Invest</i>	<b>Supervises:</b>	<i>Nil</i>
<b>Branch/Section:</b>	<i>Inform &amp; Improve</i>	<b>Location:</b>	<i>Perth Metropolitan Area</i>

**Our vision: driving practical, cost-effective and quality outcomes across government to benefit Western Australians**

Our values define who we are and how we go about our business.

**INSPIRING AND INFLUENTIAL**   **PASSIONATE AND COMMITTED**   **HONEST AND RESPECTFUL**   **BOLD AND INNOVATIVE**

Our values underpin everything we do. They guide the way we work, how we engage with each other and the way we deliver services to our customers through being clear, courageous, authentic and building trust.

As a central government agency with a state-wide presence, Finance delivers services to the government, public sector agencies and the community, and places customers at the centre of its focus. Services include strategic policy advice and co-ordination; asset management (including planning, procurement and project management); assessment of market led proposals; and revenue collection and concessions.

### Role summary

The Portfolio Analyst supports the Manager EMPO in fulfilling the function of the Enterprise Portfolio Management Office. The role is critical in supporting enterprise prioritisation, planning and reporting of projects according to a defined methodology. This role is also required to engage with key stakeholders and, the project delivery community, to build understanding of how EPMO processes and artefacts should be used to achieve quality, effective and consistent portfolio management governance. The role is responsible for developing and maintaining those artefacts and for undertaking research and strategic analysis on reportable projects, at a portfolio level, to assist with identification of trends and themes, and to inform and support decision making of the Corporate Executive.

## Your responsibilities

The successful applicant will be expected to:

### Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Understand and consider departmental objectives, and customer needs in work activities to inspire excellence.
- Contribute to the environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Enterprise Information Management, Business Improvement and Governance team, demonstrate initiative and be accountable for your work outputs and proactively contribute to the efforts of the team.
- Participate in and embrace coaching, feedback and capability building; and take initiative in personal growth and development.

### Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with Manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world Enterprise Information Management, Business Improvement & Governance team situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

### Outcomes Focused

- Draft and maintain appropriate standards and processes for the Enterprise Portfolio Management Office, and strategies to increase customer understanding of and buy-in to the Enterprise Portfolio Management Office function.
  - Coordinate, develop and perform data analysis to an appropriate level of detail in relation to portfolio prioritisation, planning and, performance management.
  - Draft, maintain and improve Enterprise Portfolio Management Office artefacts (including reporting templates and methodologies) for standardised use across the Service & Invest directorate, and, subsequently, the department.
  - Collaborate with key stakeholders and the project delivery community to ensure regular status reporting of reportable projects and programs according to defined methodologies and formats.
  - Undertake (as directed) reviews and analysis of reportable projects and programs within scope of the Enterprise Portfolio Management Office to identify trends and themes.
  - Assist in the development, preparation and distribution of Enterprise Portfolio Management Office activity reports.
  - Assist the Manager Enterprise Portfolio Management Office to develop a capability maturity path for the Enterprise Portfolio Management Office.
  - Contribute to appropriate and timely briefings and submissions to the department's Corporate Executive.
  - Develop and implement strategies and processes (aligned to the capability maturity path) to improve the operations, engagement and customer-outcomes focus of the Enterprise Portfolio Management Office.
  - Develop, maintain and strengthen effective networks and partnerships with key stakeholders in
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government, industry and the community to achieve objectives and outcomes, and to contribute to a community of best practice.

- Maintain awareness of current research and practice on benefits realisation, investment prioritisation and performance monitoring methodologies.
- Perform other duties as directed.

## **What you need to bring to this role**

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

### **Essential**

#### **Shape and Manage Strategy**

You will have well developed research, analytical and problem-solving skills with the ability to recognise and contribute to the achievement of organisational goals.

#### **Achieve Results**

You will have the ability to establish task plans and simple project plans with measurable milestones to deliver objectives and work within agreed priorities.

You will have well developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.

Experience in data compilation, assembly and analysis supporting leadership level decision making.

#### **Build Productive Relationships**

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and contribute towards a positive team environment.

#### **Exemplify Personal Integrity and Awareness**

You will have demonstrated self-awareness, accountability and commitment to contribute to departmental values in delivering quality outcomes.

#### **Communicate and Influence Effectively**

You will have a well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

#### **Desirable:**

Experience in a Project or Portfolio Management Office setting.

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### **Pre-employment requirements**

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

#### **Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance

### **Special equipment/requirements**

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Nil

### **Certification**

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Verified by: M.McLeod, Workforce Services Consultant, April 2022

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Classification Evaluation Date: March 2021

