

POSITION TITLE:	Head of Portfolio and Project Management	CLASSIFICATION:	Band 8
REPORTS TO:	Manager City Projects	DIRECTORATE	Environment & Infrastructure
DEPARTMENT:	City Projects	TEAM:	

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

This role will provide critical oversight of Council's project portfolio by managing reporting, monitoring project performance, and ensuring alignment with strategic priorities.

Through portfolio analysis and governance, the role will deliver insights that enable the Executive Team, Budget Managers and Finance to make informed decisions about the ongoing capital program. By maintaining and optimising OnePlan, the role will improve transparency, streamline project tracking, and enhance compliance with Council's Project Management Framework.

Additionally, it will support the development of future capital budgets by providing data-driven recommendations on project prioritisation, resource allocation, and financial planning. The position plays a key role in embedding best practices, driving continuous improvement in project management capability, and ensuring that Council's investments in infrastructure and capital works deliver maximum value.

RESPONSIBILITIES	KEY OUTCOMES
Portfolio Management	<ul style="list-style-type: none"> » Align the enterprise project portfolio with Council's strategic priorities to drive maximum value and impactful community outcomes. » Deliver comprehensive reporting across the entire portfolio, providing clear insights to management and governance forums. » Provide timely, high-quality advice to management and staff, ensuring successful project outcomes. » Oversee the planning, monitoring, and tracking of projects, ensuring compliance with Council's Project Management Framework. » Manage financial tracking and forecasting to improve budget accuracy and risk management.
Project Governance and Continuous Improvement	<ul style="list-style-type: none"> » Drive continuous improvement in project management capability and maturity across the organisation. » Support project managers and departments in delivering capital programs, ensuring adherence to best practices and Council's Project Management Framework. » Collaborate with internal stakeholders to enhance project management processes and ensure strategic alignment. » Ensure OnePlan is effectively managed and optimised to improve project transparency, compliance, and reporting.

Budget Development	<ul style="list-style-type: none"> » Support the development of Council's capital budget through portfolio insights, project data analysis, and strategic recommendations. » Work closely with teams to understand their resource needs, project demands, and funding requirements, ensuring informed budget planning and effective allocation of resources. » Provide financial oversight and reporting to assist Executive Team, Budget Managers and Finance in decision-making.
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KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: All Council teams delivering Capital Projects, Executive Team, Finance

External: N/A

REQUIRED EXPERIENCE, SKILLS, AND COMPETENCIES

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> • Efficiently manage resources within defined objectives and budgets to ensure quality and cost-effectiveness. This includes planning, allocating, and monitoring resources to meet the Councils goals. • Capability to offer expert advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees. • Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organizational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with Councils goals. • High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge. • Ability to make impactful decisions that significantly influence Councils outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness
Management Skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities, and planning and organising work efficiently. • Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively. • Ability to manage resources and achieve objectives within set timelines and available resources.
Interpersonal skills	<ul style="list-style-type: none"> • Skilled in building cooperation and gaining support from clients, the public, and other Employees to efficiently manage activities and supervise team members. • Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently. • Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.

Qualifications, Specialist knowledge and skills

- Experience in enterprise portfolio management frameworks, including enterprise portfolio planning.
- Ability to undertake quality assurance activities such as document reviews and project health checks.
- Experience with OnePlan or a similar Portfolio and Project Management (PPM) tool is highly desirable, including system administration, reporting, user support, and optimisation for organisational needs.
- Demonstrated excellent stakeholder management skills, with the ability to engage effectively with internal teams, contractors, consultants, and other stakeholders across all levels of the organisation
- Extensive industry knowledge around design, construction, and project management within politically sensitive environments, with a strong focus on end-to-end project lifecycle management and benefits realisation.
- Demonstrated financial administration and budgeting skills such as enterprise portfolio budgeting
- A tertiary qualification in Engineering or Construction Management or similar, with significant experience in the management of infrastructure projects.
- Expertise in PRINCE2 and PMBOK methodologies is highly desirable.

Capability Framework: Level 3 Expert

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Use organisational knowledge to guide projects, manage risks, secure stakeholder commitment, and ensure effective communication. It includes monitoring budgets, resources, and performance, while maintaining strong governance to ensure safety and mitigate risks.
Change	Align change initiatives with the Council's long-term direction, driving change management, and translating high-level objectives into actionable strategies. Encourage a supportive environment for innovation, build commitment to change, and prepare for long-term organisational transformation. Critically assess business cases for new technologies, considering their impact on equity, human rights, and the environment.
Communication	Articulate complex concepts and present compelling arguments to diverse audiences. Emphasis clear, influential communication, explain facts and their implications for the organisation and stakeholders. Promote the organisation's position with authority across various sectors and adapt your communication style to address audience needs, particularly under pressure.
Good governance	You will implement audit recommendations promptly and establishing governance frameworks to ensure efficient application of technology. Ensure organisational compliance with security policies and assess business cases for technology solutions to improve efficiency. Ensure effective policies and procedures for records, information, and knowledge management are maintained.
Achievement	You will implement audit recommendations promptly and establishing governance frameworks to ensure efficient application of technology. Ensure organisational compliance with security policies and assess business cases for technology solutions to improve efficiency. Ensure effective policies and procedures for records, information, and knowledge management are maintained.
Leadership Impact	You will implement audit recommendations promptly and establishing governance frameworks to ensure efficient application of technology. Ensure organisational compliance with security policies and assess business cases for technology solutions to improve efficiency. Ensure effective policies and procedures for records, information, and knowledge management are maintained.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:

03/04/2025