

Position Description

POSITION TITLE:	Portfolio and Project Management Business Partner
POSITION NO:	New
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Asset Management and Capital Works
SECTION:	
CLASSIFICATION:	Band 7
LOCATION:	95 Sunshine Road, West Footscray
DATE:	September 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Portfolio & Project Management.
Supervises:	Nil.
Internal Liaisons:	Managers and staff at all levels across the organisation, including project control and project working groups.
External Liaisons:	Contractors, consultants, industry bodies and professional associations.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Support the effective governance, administration, monitoring and reporting of Council's project and program portfolio through analysis, assurance, performance reporting, governance coordination and continuous improvement activities.

Provide trusted advice, specialist support and capability development to project managers, service managers and stakeholders to promote good project management practice, improve delivery outcomes and support informed decision-making across Council's capital works and strategic project portfolio.

DUTIES AND RESPONSIBILITIES:

The role operates under the direction of the Coordinator Portfolio & Project Management and contributes to the effective delivery, governance and continuous improvement of Council's capital works and strategic project portfolio.

Portfolio Reporting and Analysis

- Provide portfolio reporting, analysis and insights to support strategic decision-making and portfolio oversight.
- Monitor portfolio performance, identifying trends, risks, issues and opportunities to improve project outcomes.
- Support portfolio forecasting, financial reporting and benefits realisation through effective data analysis.

PPM Governance and Assurance

- Maintain and continuously improve Council's Project Management Framework, methodologies, tools and guidance materials.
- Promote compliance with project governance requirements, reporting obligations and stage-gate controls.
- Conduct assurance activities, including project health checks, quality reviews and audits, to support continuous improvement.

PPM Systems and Data Management

- Administer and maintain portfolio management systems, ensuring data integrity, reporting accuracy and system effectiveness.
- Develop and enhance portfolio dashboards, reporting capabilities, performance metrics and automation opportunities

Business Partnering and Capability Development

- Provide system support, training and guidance to project managers and stakeholders.
- Partner with project teams and stakeholders to provide advice on governance, reporting and project management practices.
- Support the review and coordination of project change requests, ensuring alignment with governance and organisational priorities.
- Facilitate training, workshops and capability development initiatives to strengthen project management maturity across Council.

Capital Works Program Support

- Support capital works planning, prioritisation, proposal development and reporting to enable effective investment decision-making.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.
- Maintain and improve standards of work specific to the role and responsibilities.
- Provide advice to internal stakeholders and regulate clients or external stakeholders as required.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role.
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop interpret and implement policy.

MANAGEMENT SKILLS

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

INTERPERSONAL SKILLS

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.

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- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Engineering, Project Management, Construction Management, or a related discipline.
- Demonstrated experience working within a Project Management Office (PMO) or Portfolio Management Office environment.
- Proven ability to provide governance, portfolio oversight, and project management support across complex infrastructure programs and projects.
- Strong understanding of project management methodologies, frameworks, and reporting requirements.

KEY SELECTION CRITERIA

- Tertiary qualifications in Engineering, Project Management, Construction Management, or a related discipline.
- Experience in coaching and guiding stakeholders, building support for initiatives, and enabling teams to achieve sustainable success independently.
- Demonstrated experience in a project management office or portfolio office capacity.
- Well-developed negotiation, facilitation and influencing skills.
- Strong research and analytical skills in order to develop reports, policies or procedures.
- Highly developed people management skills and experience.
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: