

PROJECT MANAGEMENT OFFICE SYSTEMS ANALYST POSITION DESCRIPTION

Position Title:	Program Management Office (PMO) Systems Analyst
Responsible To:	Manager, Project Management Office (PMO)
Council Portfolio:	Corporate Services
Council Program:	Governance and Strategy
Classification Level:	Salaried, Level 8

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

Overview of Program

The Governance and Strategy program is responsible for enabling robust, transparent and effective governance and risk management processes, and working collaboratively to create, maintain and integrate well researched strategies, policies, and plans which guide decision making and support our city and our community to thrive.

Key Relationships / Interactions

Internal	City of Adelaide (CoA) employees across all Portfolios and Programs
External	Government departments and non-government organisations
	Service providers
	Community and business groups
	Contractors
	Consultants
	Ratepayers and general public

A unique team creating an extraordinary city



Primary Purpose

As part of the Project Management Office (PMO), the PMO Systems Analyst will work closely with the Manager, PMO to provide expertise, to ensure successful delivery of the strategic and capital works program/projects throughout the project lifecycle, including project governance, reporting, risk and issue tracking, quality and schedule control. The PMO Systems Analyst will also provide technical expertise to support and enhance the PMO system tools, integration and reporting platform.

Responsibilities

The PMO Systems Analyst is responsible for:

- Managing systems governance of the program to ensure compliance and successful, consistent delivery of projects and programs across all stages of the project management lifecycle.
- Managing the systems administration, maintenance and reporting for the PMO Tools including cost, schedule, scope, timing, resourcing and quality.
- Proactively identifying and escalating risks to the delivery of the capital works and strategic programs by analysing and monitoring reports, managing early indicators of budget overruns, schedule delays, scope creep and quality issues.
- Supporting the system and leading resolution of scope, budget and schedule change via management of change processes for all projects, in accordance with the PMO Governance Terms of Reference.
- Reviewing, maintaining and developing project management processes, procedures and tools.
- Ongoing gap analysis of policies, procedures, data, capabilities and strategies to drive project performance improvement.
- Ensuring transparency, quality and consistency of information to facilitate effective communication, highlight issues and aid effective decision making.
- Designing, building testing and maintaining PMO System and Tools a Power BI solution, making sure it meets business requirements and changing user needs.
- Ensuring that the system design balances functional, service quality and systems management requirements.
- Collaborating with a range of business stakeholders to understand their needs and business outcomes when developing PMO system and reporting enhancements.
- Developing and implementing internal training programs aimed at developing the portfolios project management capability including coaching and mentoring team members on project management software tools.
- Managing the PMO systems integration with Councils software systems (Technology One – Financials, Procurement System, Power BI, SharePoint etc).
- Developing and championing initiatives that continuously improve the programs tools and processes to ensure ongoing improvements, efficiencies and accountability.
- Researching and investigating the use of new technologies including Artificial Intelligence (AI) to improve the PMO systems experience and streamline processes delivering efficiencies for the CoA.
- Providing support to the Manager, PMO as required.

Responsibilities for all employees

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

A unique team creating an extraordinary city



Position Criteria

Qualifications	Tertiary qualification in Information Technology, Project Management, Business, or related field and/or 5+ years demonstrated experience in lieu of formal qualifications.	Essential
People Management	<p>Demonstrated ability to engage at all levels of staff within the organisation, manage change and operate in an environment that promotes excellence.</p> <p>Demonstrated ability to support staff across a range of complex projects in the delivery of CoA strategic objectives.</p>	Essential
Financial Skills & Acumen	<p>Capability to question basic assumptions about work and how it gets done, identifying underlying principles, root causes, and facts by breaking down information and data and their implications, and drawing conclusions based on their analysis.</p> <p>Demonstrated understanding of the complexity of certain issues and crystallizes the components of those issues to make them more manageable by applying sound reasoning.</p> <p>Capacity to challenge established thinking, processes, or protocols with company success in mind, explores better ways.</p> <p>Demonstrated capacity to recognise and communicate the implications of data/information.</p> <p>Ability to take complex issues or problems and breaks them down into manageable components.</p>	Essential
Technical Knowledge & Experience	<p>Demonstrated ability to successfully collate and analyse data to identify trends, problems and successes, and to promote opportunities for improvement.</p> <p>Working knowledge of project management processes in the delivery of Capital Work projects.</p> <p>Proficient in Microsoft Office Suite, particularly MS Project, Excel and PowerPoint.</p> <p>Ability to implement row level security on data and understand application security layer models in Power BI.</p> <p>Able to develop complex multi-dimensional Power BI data models by leveraging multiple data sources.</p> <p>The following would be beneficial:</p> <p>DAX Language - Data Analysis Expressions - for Power BI Visual Studio Language - Power App Development Workflow Definition Language - Power Automate CiAnywhere - XLOne Reporting - Finance System Visual Basic Language - Project Schedule Aggregation / Project Asset Register SQL/Access Language - Data Upload/ Data Manipulation</p>	Essential

A unique team creating an extraordinary city



Project Management	Demonstrated experience in managing capital works projects or a demonstrated understanding of best practice project management and contract management principles/processes.	Essential
Innovation & Initiative	Developed analytical skills. Proven ability to think strategically and analyse complex solutions.	Essential
Resource Management & Decision Making	Demonstrated experience and ability in gap analysis with relevant reporting and representation of findings. Ability to make sound decisions and promote changes based on the findings of sound research.	Essential
Professional Development	A commitment to ongoing professional development through ongoing education, networking and attendance at industry forums.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within the area of responsibility.	Essential
Collaboration & Communication	Possess strong communication skills, both written and verbal and the ability to positively interact with external stakeholders at all levels. Ability to work effectively in a team environment, to motivate others, exhibit enthusiasm, energy and develop good working relationships with other programs.	Essential
Administrative Skills	Experience in providing effective administrative support and assistance whilst maintaining a high degree of discretion and sound judgement in dealing with sensitive and confidential matters. Advanced skills in MS Office computing applications including word processing, spread sheet, database, presentation software such as PowerPoint or similar, and e-mail.	Essential
Government Experience	Experience working in a government environment. Sound knowledge of Council policies, procedures, functions, personnel and information systems (or ability to quickly acquire such knowledge).	Desirable

A unique team creating an extraordinary city



Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



www.cityofadelaide.com.au

A unique team creating an extraordinary city



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.