

Position Description



Title

Position Title:	Senior EPMO Partner
Position Number:	TBC
Classification:	Band 7
Directorate:	Infrastructure and City Services
Department:	Projects and Infrastructure
Approved by:	
Date approved:	

1. Position Overview

The Senior EPMO Partner provides strategic advice to Council to plan, prioritise and deliver a sustainable, strategically aligned and community-focused project portfolio. The position leads the coordination of the four-year Capital Works Program, including project assessment, prioritisation and refinement for Council adoption. The role also provides authoritative advice to project sponsors, project managers and business units through business case development, early-stage planning, project validation, governance, reporting and continuous improvement. As Council strengthens its enterprise project management approach, the position will facilitate consistent project management frameworks, portfolio visibility, project assurance, and the effective use of Council's Project Portfolio Management system across the organisation.

2. Position Objectives

- Facilitate the development and coordination of Council's four-year Capital Works Program, including project assessment, prioritisation and refinement for Council adoption.
- Coordinate portfolio-level planning and reporting to ensure projects remain aligned with Council priorities, available resources and funding capacity.
- Provide expert advice and collaborate with project sponsors, project managers and business units in preparing business cases, project briefs and early-stage planning documentation.
- Coordinate project validation, due diligence and readiness reviews to ensure proposed projects are strategically aligned, well scoped and appropriately planned.
- Promote consistent project governance, lifecycle management, assurance and reporting practices across Council.
- Provide advice on matters related to the adoption, data quality and continuous improvement of Council's Project Portfolio Management system.
- Contribute to portfolio visibility and decision-making through accurate reporting, project

insights and clear escalation of risks, issues and dependencies.

- Build project management capability across Council by sharing tools, templates, guidance and practical support.
- Foster strong relationships with internal and external stakeholders to support collaborative, accountable and community-focused project outcomes.

3. Organisational relationships

Internal	External
• Service Managers, Project Sponsors, Project Managers, Coordinators and Finance	• Funding Partners and community inquires.
Reports to:	
• Coordinator Enterprise Project Management Office	
Supervises	
• Nil	

4. Position Characteristics

Accountability and Extent of Authority

Manage resources and/or provide advice to or regulate customers and/or participate in the development of policy.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

Provide specialist advice to or regulate customers, the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given, may have a substantial impact on individual customers or classes of customers.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this Band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

Essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Skills, Knowledge and Experience

Positions level require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

Hobsons Bay City Council

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An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates is required.

Knowledge of, and familiarity with, the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management Skills

Positions require skills in managing time, setting priorities and planning and organising own work, and where appropriate, that of other employees so as to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable, despite conflicting pressures.

Positions require an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes, and contribute to the development and implementation of long term staffing strategies.

Interpersonal Skills

Positions require the ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of broadly defined activities, and to motivate and develop employees.

Employees must be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

The skills and knowledge needed for entry to Band 7 are beyond those normally acquired through tertiary education alone and would be gained through completion of a degree or diploma course with several years of subsequent relevant experience.

Skills and knowledge might be acquired through higher formal qualifications, either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

5. Key Selection Criteria

- Tertiary qualification in project management, engineering, architecture, asset management, business, public administration or a related discipline, with significant relevant experience; or lesser formal qualifications with extensive relevant experience.
- Demonstrated experience in project governance, PMO/EPMO functions, capital works program coordination or portfolio/program management within local government or a similarly complex environment.
- Strong understanding of project lifecycle management, business case development, project prioritisation, assurance, reporting, risk management and continuous improvement.
- Demonstrated ability to support project sponsors and project managers with project planning, scope definition, due diligence, project readiness and governance requirements.
- Highly developed analytical, written communication and reporting skills, including the ability to prepare clear project insights, executive reports and recommendations.
- Strong stakeholder engagement and influencing skills, with the ability to build productive relationships across multidisciplinary teams and support consistent project management practices.
- Experience using project portfolio management systems, reporting tools and Microsoft Office applications, with the ability to support system adoption and data quality improvement.

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- Formal project management certification, such as PRINCE2, PMP, Agile or equivalent, is desirable.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Willingness and ability to secure a Working with Children Check
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

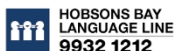
- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence.
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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