

ePMO Investment Manager

Position Description

Directorate	City Administration	Department	ePMO
Reports To	GM ePMO	Direct Reports	Yes

Position Purpose

This position will provide technical leadership and management of a team responsible for Council's capital investment management approach, including the annual capital infrastructure budget build, oversight of budget changes, and implementation and oversight of the Capital Investment Framework.

Key Responsibilities and Outcomes

- Lead the development, implementation and continuous improvement of Council's capital investment management approach, including the annual capital infrastructure budget build and budget change processes
- Provide technical leadership and management to a team of specialists responsible for supporting capital investment planning, infrastructure budget development, prioritisation and investment discipline.
- Oversee the coordination, review and governance of capital budget changes to support transparency, consistency and alignment with Council's approved investment priorities.
- Oversee cost management and forecasting practices for the capital investment program, in conjunction with Finance, to support accurate budget monitoring, timely reporting and informed decision-making.
- Support the implementation, operation and continuous improvement of the Budget Frameworks to strengthen investment discipline, decision-making and portfolio alignment.
- Develop and maintain highly effective working relationships across all areas of Council to enable successful engagement.
- Provide expert advice and guidance to senior leaders across Council including the resolution of complex issues associated with capital investment planning, infrastructure budget development and investment decision-making.
- Support delivery of a capital investment program that is coordinated, considered and aligned with Council's long-term objectives, financial capacity and community outcomes.
- Develop team capability to drive a high performance, continuous improvement and customer focussed team culture.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Extensive knowledge and experience in project, program and portfolio management for the planning and delivery of significant infrastructure investments.
- Comprehensive knowledge and experience in capital investment planning, infrastructure budget development, prioritisation and budget change governance.
- Strong understanding of investment discipline, including evidence-based decision-making, affordability, benefits, risk, prioritisation and alignment with strategic objectives.
- Demonstrated experience supporting the implementation, operation or continuous improvement of investment governance frameworks, preferably in a local government or infrastructure environment.
- High level experience in building effective relationships with a range of stakeholders.
- High-level presentation and communication skills, both written and verbal, with the ability to influence and negotiate integrated and sustainable outcomes with a range of internal and external stakeholders, including at senior organisational levels.
- Substantial experience in leading a team of professionals to drive high performance.

Qualifications

- Tertiary qualification in Business, Engineering, Construction, Project management or equivalent.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.