

ePMO Systems and Reporting Analyst

Position Description

Directorate	City Administration	Department	ePMO
Reports To	PPM Software Project Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 5

Position Purpose

The PPM Systems and Reporting Analyst supports the effective use, ongoing improvement and adoption of Council's project portfolio management system (pmo365) by partnering with business areas to understand reporting and information needs, ensuring the quality and integrity of project and portfolio data, and delivering meaningful insights through reporting and dashboard development. The role provides a critical link between business stakeholders, project data, system capability and decision-making, ensuring information is accurate, accessible and fit for purpose.

Key Responsibilities and Outcomes

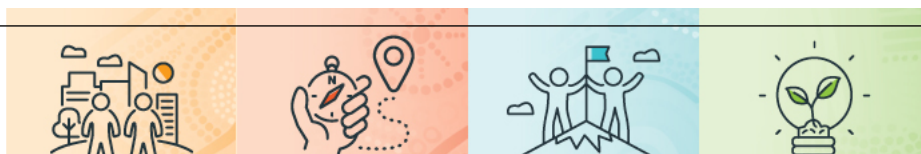
As a PPM Systems and Reporting Analyst, you will:

- Partner with business stakeholders to understand requirements and translate them into reporting, process, data and system improvements.
- Develop and maintain Power BI dashboards, reports and analytics that support project, program and portfolio decision-making.
- Analyse project, portfolio and financial data to identify trends, risks, issues and opportunities, providing timely insights to stakeholders and governance forums.
- Administer and maintain pmo365 data, including bulk data imports, updates, validation, reconciliation and ongoing data quality management to ensure accuracy, integrity and consistency.
- Support the ongoing enhancement, configuration, testing and adoption of pmo365, including user support, training and guidance.
- Document reporting processes, business rules and system procedures to support governance, knowledge management and consistent ways of working.
- Identify and implement opportunities to improve, automate and streamline reporting, data management and portfolio management processes.
- Build strong relationships across technical and non-technical teams, contributing to a customer-focused and continuous improvement culture

Our Values

Our values:

guiding how we



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Decision Making	
Budget	Not applicable
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Demonstrated experience in business analysis and stakeholder engagement, including translating business requirements into practical reporting, process and system solutions. • Demonstrated experience developing and maintaining Power BI dashboards, reports and data visualisations that support business decision-making. • Developed analytical and problem-solving skills, with the ability to interpret project, portfolio and financial data and provide meaningful insights. • Demonstrated experience managing data quality, validation and reconciliation activities to ensure the accuracy and integrity of organisational data. • Demonstrated experience administering enterprise systems and maintaining large datasets, including bulk data loads, updates, migration and reconciliation activities. • Demonstrated experience using data import tools, templates and data transformation techniques to ensure accurate and efficient loading of information into business systems. • Experience using enterprise business systems, preferably project portfolio management, financial or asset management systems such as pmo365, TechOne, SAP or similar. • Strong communication and relationship management skills, with the ability to work effectively across technical and non-technical stakeholder groups. • Experience supporting system enhancements and testing • Knowledge of project and portfolio management principles, capital works delivery and local government business processes.

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.