

ePMO Officer

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 4

Position Purpose

The ePMO Officer is responsible for coordinating and facilitating enterprise project governance, portfolio reporting, assurance and project management capability activities across Council. The position provides specialist advice and support to project managers, sponsors and stakeholders on project governance frameworks, reporting requirements and portfolio management systems, while contributing to continuous improvement initiatives that enhance organisational project delivery maturity and performance.

Key Responsibilities and Outcomes

- Provide professional support, advice and guidance to project managers, sponsors and stakeholders in relation to project management frameworks, methodologies, reporting requirements and portfolio management systems, in accordance with Council policies, procedures and directives.
- Coordinate stakeholder requests relating to project governance, reporting, portfolio data management and enterprise project management systems, including triaging requests and providing technical support and user training to pmo365 users.
- Coordinate governance forums, including the preparation of agendas, tracking of actions, and maintenance of records and documentation, ensuring follow-up actions are monitored and executed within required timeframes.
- Undertake validation, quality assurance and data governance activities to support the integrity of project, program and portfolio data, ensuring information is accurate, complete and fit for organisational reporting and decision-making.
- Monitor compliance with project governance frameworks, stage-gate requirements and reporting obligations, and assist in the identification and escalation of compliance issues.
- Provide coordination and administrative support for assurance reviews, workshops and capability initiatives.
- Assist in the development and implementation of project management methodologies, templates, standards and capability uplift initiatives.

- Research and investigate opportunities for continuous improvement of business processes, and coordinate the actioning of improvement initiatives to achieve value and efficiency for the ePMO and internal stakeholders.
- Liaise and collaborate effectively with staff and stakeholders across Council to support improved governance maturity, reporting quality and project delivery outcomes.
- Contribute to a positive team environment in order to achieve a high-performance, continuous improvement and customer-focused culture.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

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

Knowledge & Experience

- Demonstrated experience in project governance, project management office functions, project controls, portfolio management or business improvement within a complex organisation.
- Experience analysing project and portfolio data and preparing executive-level reporting and governance documentation.
- Demonstrated ability to interpret and apply governance frameworks, policies, procedures and reporting standards.
- Experience facilitating governance forums, assurance activities and stakeholder engagement processes.
- Well-developed analytical, problem-solving and decision-support skills.
- High-level communication and stakeholder engagement skills with the ability to influence outcomes and build productive working relationships.
- Experience administering enterprise project management systems and reporting solutions.
- Ability to exercise initiative, judgement and autonomy in managing competing priorities and organisational deadlines.

Qualifications

- Current C class driver's licence.

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.