

Position Description

Portfolio & Delivery Manager



Classification band:	EO
Position number:	33340
Business unit:	Innovation
Division:	Intelligence Management Function
Employment type:	Full time, on-going position
Position reports to:	Director Strategic Planning & Capability Enablement
Direct reports:	4-5
Work location:	This role is based at WorkSafe headquarters, located at 1 Malop St, Geelong

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is undergoing major transformation, with relocation of our Headquarters to Geelong and implementation of **WorkSafe 2030**. As we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

WorkSafe are embarking on a path to uplift our data and analytic capabilities to power the major initiatives across our business including our 2030 transformation. The Intelligence Management Function (IMF) was established in 2019 as a centralised data and analytics unit and we are seeking experienced data professionals to help us build a strong and innovative team.

Our Values

The work we do is important because we impact upon many people's lives, everyday. We have responsibility to ensure that our values guide us in everything we do.



Purpose

The Manager, Portfolio Delivery role will be responsible for leading the Intelligence Management Function's Strategic Planning team to drive Agile ways of working, governance controls and delivery capability across the IMF portfolio.

Key accountabilities

- ❖ Lead and manage a professional team to ensure the implementation of appropriate governance and quality assurance controls across all IMF programs and projects;
- ❖ Accountable to manage the prioritisation and inception process for new initiatives across the IMF portfolio; and develop/further improve delivery processes and agile methodologies;
- ❖ Manage the implementation of an Agile methodology, including processes to ensure ongoing outcomes across Agile activities and ceremonies, deliver resources to support teams, manage workflow of stories within productivity applications and provide training and support on best practices to increase capability across the organisation.
- ❖ Lead and support Product Owners in managing customer expectations for project deliverables, managing stakeholder communications and helping to implement an effective system of project governance
- ❖ Resource management including capacity planning, forecasting, and optimisation against priorities;
- ❖ Budget accountability and responsibility of IMF's program of work and spend
- ❖ Provide guidance to vendor/partner project managers, integrating their engagements into the portfolio delivery framework;
- ❖ Mentor and support team members on portfolio outcomes to increase capability within the Portfolio management team;
- ❖ Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email;
- ❖ Adhere to all WorkSafe's policies and procedures and any legislative requirements relevant to this position;
- ❖ Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe.

Key relationships

- ❖ Chief Data and Analytics Officer
- ❖ Director, Strategic Planning & Capability Enablement
- ❖ Business Intelligence Manager
- ❖ Data Architect
- ❖ Data Engineer
- ❖ Data Developers
- ❖ IMF Senior Leadership Team
- ❖ IMF Data Governance, Business Analytics and Advanced Analytics Teams
- ❖ IT Support Services
- ❖ Business Stakeholders / Subject Matter Experts (SMEs)

Requirements of the position

Skills and experience

- ✦ 7+ years' experience in Portfolio Management, including Data & Analytics domain
- ✦ Formal project/program management qualifications such as PMI, RegPM, MSP, P3O - Desirable.
- ✦ Knowledge of data warehousing environments - Desirable
- ✦ Knowledge of big data characteristics and technologies (e.g. AWS platform) – Desirable
- ✦ Strong experience in managing project budgets and forecasting spend
- ✦ Strong experience in project governance and quality assurance of projects within a large and complex environment coupled with a detailed understanding of governance and assurance practices, preferably within the public sector
- ✦ Demonstrated high level proficiency to deliver tactical solutions to new projects and initiatives that meet the demands of the business and align with the overall strategy of the organisation within an agile environment
- ✦ Strong stakeholder engagement and relationship building skills, bringing a high level of emotional intelligence
- ✦ Exceptional interpersonal skills for communicating with executive management, peers and technical consultants, both internal and external
- ✦ Successfully managed Tier One vendors and working collaboratively with key client stakeholders and other Worksafe Staff
- ✦ Although this role is not highly technical, the successful candidate will need to be able to hold technical conversation with technical teams and with 3rd party suppliers
- ✦ Proven ability to liaise in a professional manner with a range of internal and external stakeholders including experience in providing project delivery advice.
- ✦ Highly developed written and oral communication skills, including experience in conducting presentations and/or facilitation of discussions to ensure 'buy-in' for project objectives.
- ✦ Excellent time management, prioritisation and organisational skills, with the ability to meet tight deadlines.
- ✦ Proven conceptual and problem solving skills
- ✦ Demonstrated significant experience in a similar role

Qualifications

- ✦ Tertiary qualification in a relevant discipline (Business, Statistics, Mathematics, Computer Science, Economics, Actuarial or other technical field).

Capability Criteria

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Innovative Thinking - Encourage creativity in others, continuously learn and share new ideas and promote innovation techniques in order to maximise the value of new opportunities.

Data & Information Analysis - Analyse and interpret information to deliver valuable insights

Solutions & Insights - Ability to collect, transform and model data with the goal of discovering the required information.

Data Management - The management of information for assuring the quality, accessibility and utility of acquired information.

High Performing - Drive high performance, lead by example and manage self and others to perform at their optimum.