

POSITION DESCRIPTION

Position Title	Project Management Business Partner
Position Number	24178
Division/Directorate	Customer Corporate and Strategy
Branch	Corporate Performance and Customer Strategy
Grade	15
Band and Level	Band 3 / Level 2
Special Requirements	Employment screening including but not limited to: • Qualification Check
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
Reports To	Project Portfolio Management Coordinator
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Leading – A successful advocate for our people and places
Reporting Structure	
<pre> graph TD A[Manager Corporate Performance and Customer Experience] --- B[Project Portfolio Management Coordinator] B --- C[Project Management Business Partner] </pre>	

Position Purpose
This role is responsible for partnering with the business to ensure effective delivery of the ePMO service through strong governance coordination, trusted advisory support, capability uplift and continuous improvement, enabling consistent application of the Project Management Framework (PMF) and the successful delivery of projects aligned to Council priorities.
Key Result Areas
Develop Capability in Others – Engage and motivate staff and develop capability and potential in others. Lead Change – Support, promote and champion change, as well as assist others to engage with change. Customer Service – Create a customer centric service environment and reward service excellence. Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. Manage Self – Show drive and motivation, a measured approach, and a commitment to learning. Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.
Key Duties & Responsibilities
1. Provide trusted business partnering and advisory support to project teams by delivering PMF and governance advice and supporting the development of quality business cases to ensure governance readiness. 2. Coordinate project governance and reporting activities by facilitating governance meetings, preparing and managing agendas, papers and minutes, and tracking actions to support effective decision-making and accountability. 3. Contribute to capability uplift initiatives, including project management training and Community of Practice activities, and support the development of practical guidance materials to enable consistent application of the Project Management Framework across Council. 4. Maintain and improve ePMO systems and content, project templates and intranet resources, and support the ongoing enhancement of reporting tools to improve data quality, usability and decision-making. 5. Contribute to continuous improvement of PMF processes and governance practices to strengthen consistency, efficiency and project delivery outcomes across Council. 6. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. 7. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
WHS Responsibility
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: - o understand and adhere to the principles of Risk Management within their job role; - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role; - o provide input into various risk management activities; - o report all emerging risks, issues and incidents to their manager or appropriate officer; and - o follow Council policies and procedures.

Records and Information Management Responsibilities	
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.	
Essential Criteria	
1. Strong understanding and practical application of project management methodologies and frameworks, supported by formal project management qualifications and equivalent professional experience, including governance processes, stage gates, change requests and reporting requirements. 2. Highly developed stakeholder engagement, communication and influencing skills, with the ability to provide clear, practical advice to Project Managers, Sponsors and senior stakeholders 3. Demonstrated experience in coordinating governance processes and reporting, including preparation and review of governance papers, and supporting informed decision-making 4. Proven ability to provide business partnering and advisory support, including reviewing and improving the quality of business cases and project artefacts 5. Experience working with project management systems and reporting tools, with a strong focus on data quality, consistency and usability 6. Demonstrated ability to identify and implement process improvements, including continuous improvement of frameworks, reporting and governance practices 7. Strong organisational skills with the ability to coordinate multiple inputs, manage competing priorities, and deliver outcomes within required timeframes	
Desirable Criteria	
1. Experience working in a portfolio, governance or strategic planning environment, including alignment to organisational planning frameworks (CSP, Delivery Program and Operational Plan) 2. Experience in designing or delivering capability uplift initiatives, including training, guidance materials, or Community of Practice activities	
Prepared By	Project Portfolio Management Coordinator
Date Prepared	July 2026
I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.	
Employee Name:	
Employee Signature:	
Date:	