



POSITION DESCRIPTION

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|---|---|
| Position Title: | Delivery PMO Analyst |
| Cluster / Business Unit / Division | Infrastructure and Engineering Services |
| Section or Unit: | Engineering Delivery PMO |
| Classification: | Band 6 |
| Job Family: | Project and Program |
| Position Description Number: | PD-2482 |
| Work Contract Type: | Technician |
| STEMM/NON-STEMM: | STEMM |
| STEMM CATEGORY: | Engineering |

POSITION PURPOSE

The Delivery PMO Analyst is instrumental in supporting the Engineering Delivery PMO's efforts to ensure governance, standardisation, and the successful delivery of the Infrastructure and Engineering Services (IES) group, including Major Capital Programs across ANSTO's various business units. This role is responsible for developing and distributing management reports, providing senior stakeholders with insights into the portfolio's overall performance, which will inform ANSTO governance committees.

This role demands strong analytical skills, excellent organisational abilities, and the capacity to collaborate effectively with diverse stakeholders. A detail-oriented and analytical individual capable of driving successful project and program outcomes is essential for this position. committees.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries, and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with ANSTO's Engineering Framework ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Support governance processes across relevant portfolios, ensuring compliance with frameworks and regulatory requirements, and prepare high-quality governance reports and analysis to inform relevant senior leaders and steering committees
- Track and report on portfolio performance, risks, and key milestones
- Conduct data analysis to evaluate project/program performance and continuously seek ways to improve data collection, reporting and analysis processes.
- Support the development and maintenance of project/program documentation, governance tools, intranet, and reporting platforms.
- Coordinate with project/program managers, team members, to monitor costs, refine plans, and ensure alignment with the overall portfolio strategy.

- Work closely with the Project teams and Engineering Delivery PMO team to quantify risks, analyse spending against budgets, and report on significant variances and provide support in forecasts to facilitate effective planning and delivery.
- Utilise advanced software applications to support and analyse the data enabling successful delivery of IES projects/programs, attributing to the overall health and performance of the IES portfolio.
- Ensure the accuracy, integrity, and security of all data within the Engineering Delivery PMO's information systems.
- Deliver clear, concise information and recommendations to stakeholders, enabling informed decision-making.
- Assist in the development and implementation of new projects/programs and provide on-demand analysis for special projects and strategic initiatives.
- Ensure all activities and reports follow company policies, standards, and relevant regulations.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the unit strategy and unit objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to ANSTO and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Head of Engineering Delivery PMO on complex, sensitive and major issues that have a significant impact on the unit.
- All Engineering and Maintenance practitioners will understand, utilise, comply with and identify improvements to the ANSTO Engineering Management System as set by the Office of the Chief Engineer.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Infrastructure and Engineering programs often have highly complex structures, with varying challenges relating to dependencies and interdependencies. The Delivery PMO Analyst must be proficient in managing and understanding the challenges of these structures.
- Providing accurate forecasts that include potential risks and uncertainties is difficult, especially when long-term projects are affected by external impacts such as economic fluctuations, regulatory changes, and other unpredictable external factors.
- Creating and managing programs across a portfolio necessitates meticulous planning and robust control mechanisms to ensure risks are mitigated, thereby reducing the likelihood of these risks evolving into issues.
- Contribute to continuous improvement of governance models, driving efficiencies and best practices
- Aligning project interdependencies practises with broader strategic goals, while maintaining flexibility to adapt to project-specific needs, is a key challenge.
- Developing effective metrics and key performance indicators (KPIs) to monitor project performance and overall health of the portfolio requires a fine-tuned understanding of what drives success in infrastructure and engineering projects.

KEY RELATIONSHIPS

| Who | Purpose |
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| Internal | |
| IES Senior Leadership Team | <ul style="list-style-type: none"> Receive guidance and direction Provide authoritative and evidence-based advice |
| Project team members | <ul style="list-style-type: none"> Provide specialist leadership, guidance, and support Effective in a collaborative manner best practice project management. Provide specialist advice and analysis on a broad range of matters relating to successful delivery |
| Delivery Engineering PMO | <ul style="list-style-type: none"> Work closely with the Planning Resource Analytic Reporting manager to oversee the allocation and utilisation of resources required for project delivery are appropriate identified across all phases of the project/program lifecycle and are allocated where resources are identified as IES resources. Liaise with the Engineering Delivery PMO Master Scheduler to ensure a holistic and coordinated approach to portfolio and program management. Program Accountant |
| EPMO | <ul style="list-style-type: none"> Contribute to working group decision making processes, strategic planning and goal setting Collaborate to ensure best practice in project and program management is adopted at ANSTO. |
| External | |
| External Suppliers/consultants/regulators | <ul style="list-style-type: none"> External suppliers, designers, trades staff. External customers when engaged in commercial work. |

POSITION DIMENSIONS

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| Staff Data | |
| Reporting Line | Reports to the Head of Engineering Delivery PMO |
| Direct Reports | N/A |
| Indirect Reports | N/A |
| Special / Physical Requirements | |
| Location: | Lucas Heights / Clayton Working in different areas of designated site/campus as needed |
| Travel: | May be required travel to ANSTO sites from time to time. Frequent travel to ANSTO sites within Australia Frequent travel both internationally and nationally |
| Physical: | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking |

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| Radiation areas: | May be required to work in radiation areas under tightly regulated conditions. Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions. Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions |
| Hours: | Willingness to work extended and varied hours based on operational requirements |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance |

Workplace Health & Safety

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| Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System | All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties. |
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KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Degree qualifications in Business Administration, Project Management, or a related field.
2. Experience in a project management or PMO role.
3. Project Management Professional (PMP) or similar certification.
4. Experience in a specific industry (e.g., Government, Construction, Finance, Healthcare)
5. Experience with data analysis and reporting.
6. Proven track record of supporting successful project delivery.
7. Excellent analytical and problem-solving skills.
8. Strong organizational and time management abilities.
9. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
10. Effective communication and interpersonal skills.
11. Ability to work collaboratively in a team environment.
12. Attention to detail and accuracy

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

| Line Manager | | Delegated Authority | |
|--------------|----------------------------------|---------------------|--|
| Name: | Feda Daher | Name: | Jasmine Reay |
| Title: | Head of Engineering Delivery PMO | Title: | GE Infrastructure & Engineering Services |
| Signature: | | Signature: | |
| Date: | | Date: | |