

Position Description



Position Title	Principal Digital Portfolio Coordinator
Position No	00081335
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	ICT Portfolio Delivery Digital Delivery
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager ICT Portfolio

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To lead the implementation, operation, and continuous improvement of all aspects of the Digital Portfolio including project and program management, prioritisation, investment governance, assurance, reporting, capacity and dependency management and project controls.

Position Responsibilities

1. Lead the development of frameworks to analyse portfolio information financial and data to assist in identifying, prioritising, monitoring, and evaluating the Digital Portfolio as well as identify, plan and track specific projects, costs and dependencies.
2. Facilitate the embedding of Enterprise and Digital project management methodologies, standards, tools, practices, and processes across the Digital Portfolio and facilitate projects and programs through the project initiation process and required governance approvals.
3. Provide coaching and specialist support to Program and Project Managers, project team members and Project Board members involved in delivering the Digital Portfolio, an uplift capability of financial management and cost tracking.
4. Lead the development of strategic and operational reports, insights and communication to executive technology investment and assurance forums, including project financial reporting, analysis and forecasting regarding ICT Portfolio status to enable effective investment decisions.
5. Monitor and identify Digital Portfolio risks, issues and financial variances, provide issue management and advise on remediation strategies and plans.
6. Facilitate initiative prioritisation and assurance processes and provide specialist input into project assurance reviews and financial health checks, and lead reviews where required.

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7. Identify opportunities and implement continuous improvement for all aspects of the Digital Portfolio including project management, prioritisation, investment governance, assurance, reporting, capacity and dependency management and project controls.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. Extensive knowledge of all aspects of Portfolio Management including project and program management, prioritisation, investment governance, assurance, reporting, capacity and dependency management and project controls.
2. Extensive knowledge and experience in the development and implementation of Portfolio Management frameworks and reporting, including financial reporting and forecasting.
3. High level skills in coaching and provision of specialist support to project and program managers including uplifting capability in financial literacy.
4. High level of interpersonal skills and written communication skills including consultation and presentation skills to effectively communicate complex issues to a range of stakeholders with influence and build productive relationships.
5. High level of skills in the analysis and interpretation of financial and portfolio data to provide insight and high-level advice to stakeholders including Senior Managers to support technology investment decisions.
6. Substantial level of skills in the coordination and execution of portfolio processes including assurance reviews, risk, issue, dependency, and capacity management.
7. Sound knowledge of tools and systems to support portfolio management, including those used for financial tracking, reporting and portfolio analysis.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.