

POSITION DESCRIPTION

POSITION TITLE:	EPMO Analyst
DIVISION:	Planning, Places, and Delivery
DEPARTMENT:	Enterprise Project Management Office
SECTION:	Enterprise Project Management Office
CLASSIFICATION:	Band 7

Hume City Council (Council) is transforming itself to become a modern council putting the customer and community at the centre of the services, facilities, and infrastructure it delivers.

This position will have the opportunity to contribute to the organisation's project management capabilities and overall success. Responsible for supporting the development, monitoring and reporting of Council's capital works program, and assisting with the implementation and continuous improvement of Council's Project Management Framework currently focused on its capital works activities. The position requires a combination of project management expertise, analytical capability, coaching and stakeholder management skills together with an understanding of the unique challenges and requirements of the public sector.

POSITION OBJECTIVES:

- This position will be responsible for the initiation and development of Infrastructure projects and subsequent hand over for delivery by the Capital Delivery team.
- Create from approved Project Briefs the overall Project Management Plans for the nominated project in line with the newly created EPMO guidelines and Business objects.
- Ensure that the key EPMO and Council guidelines are embedded within the project, key financial, community, OHS and procurement objectives are met with or exceeded.
- Ensure that the projects are delivered on time and to agreed budget parameters.

KEY RESPONSIBILITIES AND DUTIES:

Project and Program Management:

- Provide quality and timely support to Project Managers and management across the organisation through the provision of advice, assistance, tools and Project Management Framework (PMF) training to foster a relationship viewed as supporting the business, based on great relationship management and quality service provision across all levels.
- Support the ongoing improvement and build on the PMF to ensure it meets organisational objectives while delivering a solution that assists users and supports project delivery. Includes but not limited to, development of tools, templates, good examples and integration with other organisational systems and processes.
- Audit, analyse and report usage trends of the PMF to identify areas that require further support, skills or clarification. Prepare highlight reports on general trends and develop solutions to address identified issues.

- Support the provision of the EPMO's induction training in the use of the Project Management Framework and the EPMO systems and processes.
- Promote and maintain toolsets/templates to collect and report budget, forecasting, management information as required for business reporting requirements.
- Assist with the timely and accurate preparation of project proposals and budgets.
- Timely support and assistance in the identification and development of future capital projects for inclusion within the capital works program.
- Identify, develop and implement improved processes and procedures related to project management and project delivery.
- Assist in the provision of information that may be distributed to key internal and external stakeholders.
- Identify and communicate project insights, risks and issues for discussion with key project stakeholders.
- Provide expertise and guidance to the Project Managers across the organisation, assist with coaching and mentoring to build capability and achieve outcomes as well as drive a culture of continuous improvement.
- Provide support to sponsors and project managers in the development of project proposals and business cases for different scales of projects.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.

Reporting

- Investigate, research, evaluate and provide reports on strategic projects and proposals related to the feasibility, funding, viability, and progress of these projects when applicable.
- Update Council's monthly project progress as required.

Customer Service

- Develop and maintain relationships with internal support teams to foster collaborative partnerships that enhance and improve the project management processes and delivery.
- Provide specialist advice, mentoring and guidance to staff on the financial and work-related progress of capital projects including:
 - Delivery and maintenance of Council's annual capital works program.
 - Management of developer contributed works.
 - Construction of various capital works including open space, civil and building projects.
- Provide support with updates and reporting on the progress of projects at PCG meetings as required.
- Ensure that project management services are delivered to a professional standard determined by the organisation to deliver customer satisfaction.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Enterprise Project Management Office (EPMO)
Supervises:	External Project Management Consultants
Internal Contacts:	All staff within Council involved in the capital works program including project managers, sponsors, owners and ELT.
External Contacts:	Consultants, service authorities, other councils and government organisations.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation, and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

POLICE CHECK:	
The incumbent must have and maintain a current Police Check	YES
WORKING WITH CHILDREN CHECK:	
The incumbent must have and maintain a current Working with Children Check	☐ YES, ☒ NO
PRE-EMPLOYMENT MEDICAL CHECK	
The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular skeletal screening and drug & alcohol test. May also include cognitive assessment.)	☐ YES ☒ NO
The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO
OTHER DUTIES	
Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievements of goals and objectives.
- Ensuring that the objectives of key responsibility areas are achieved and carried out in a professional and timely manner.
- Providing specialist and timely advice and liaise with Project Managers across the organisation, providing coaching and mentoring to drive a culture of continuous improvement.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Strong analytical, investigative and problem-solving skills.
- Making recommendations in relation to, methods, procedures and processes from a sound understanding of project management theory and best practice.
- Guidance is not always available within the organisation.
- Making decisions relating to key responsibilities within area of expertise, drawing on knowledge gained through experience and appropriate qualifications.
- Problem solving by drawing on experience and knowledge to resolve issues which at times can be of a complex nature.
- Utilising sound judgement in the development and application of appropriate community and stakeholder engagement techniques for individual projects.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Knowledge and familiarity of principles and practices within capital works planning and budgeting in a local government context.
- Strong written and verbal communication skills for clear and concise communication to a variety of audiences.
- Be proficient in project management theory and current best practice.
- Proficient in the use of MS Office, MS Project and financial management software.
- An understanding is required of the long-term goals, values and aspirations of Hume City Council and the broader legal and political context in which it operates.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Well-developed time management, organisational and planning skills sufficient to prioritise and complete agreed tasks within time constraints and budgetary requirements.
- Proficient in resource management as it relates to the delivery of capital works projects.
- The ability to supervise consultants and contractors when required.
- Ability to deliver excellent customer service to internal and external clients

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

- Demonstrate skills to achieve objectives despite conflicting pressures

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to gain assistance or cooperation from other staff, contractors or external contacts to achieve the objectives for this position.
- Liaise with internal and external parties to achieve suitable outcomes and resolve specialist problems within area of expertise for Hume City Council.
- Demonstrated ability to deal with difficult situations, resolve conflict and present a positive Council image.
- Ability to achieve an environment that motivates and supports people to achieve high levels of performance creativity by coaching and encouragement.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Degree / qualifications in Engineering, Project Management, or related disciplines, together with several years' experience in a diverse project management environment.
- Well-developed computer skills especially using MS Office, MS Project, Project Management Software and Financial Management Software.
- Knowledge and experience in project management methods and delivery of capital works projects
- Providing support for projects and programs in a large and diverse organisation, preferably within a Program Management Office environment.
- Time management and organisational skills, with accurate attention to detail and the ability to manage and prioritise multiple tasks at the same time under limited supervision.
- Sound knowledge of Project Management Framework and assistance in supporting compliance across the organisation.
- Relevant experience in the successful project management of capital works projects.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☐	☒
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☒	☐
Wearing eye protection	☐	☐	☒	☐
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☒	☐
Wearing other relevant PPE	☐	☐	☒	☐
Working in dusty conditions	☐	☐	☒	☐
Working in wet/slippy conditions	☐	☐	☒	☐
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☒	☐	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☒	☐	☐
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree and/or qualifications in Engineering, Project Management, or related disciplines, together with relevant experience in project, program, or EPMO environments.
2. Demonstrated experience providing project management governance, reporting, analysis, and advisory support within a complex organisation, including the coordination of consultants and stakeholders.
3. Demonstrated knowledge of project management methodologies, frameworks, and governance practices, with the ability to support project planning, monitoring, reporting, and continuous improvement initiatives.
4. Well-developed written and verbal communication skills, including the ability to establish rapport with project stakeholders, communicate project outcomes and prepare reports as required.
5. Proven experience using project and financial management software, including Microsoft Office and preferably TechnologyOne (OneCouncil) Project Lifecycle Management for project administration, reporting, monitoring, and user support.
6. Demonstrated ability to work collaboratively within a team environment and build productive relationships with a diverse range of internal and external stakeholders.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 9 of 9	Approved By: Manager People & Culture	Approval Date: July 2026
	Author: Manager People & Culture	Review Date: July 2027