

Position Description

Position Title	Enterprise Portfolio Management Office Lead
Directorate	Strategy and Performance
Business Unit/s	Office of the CEO
Reports to	Manager Strategy and Performance
Classification	Level 9 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with almost 250,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,600 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

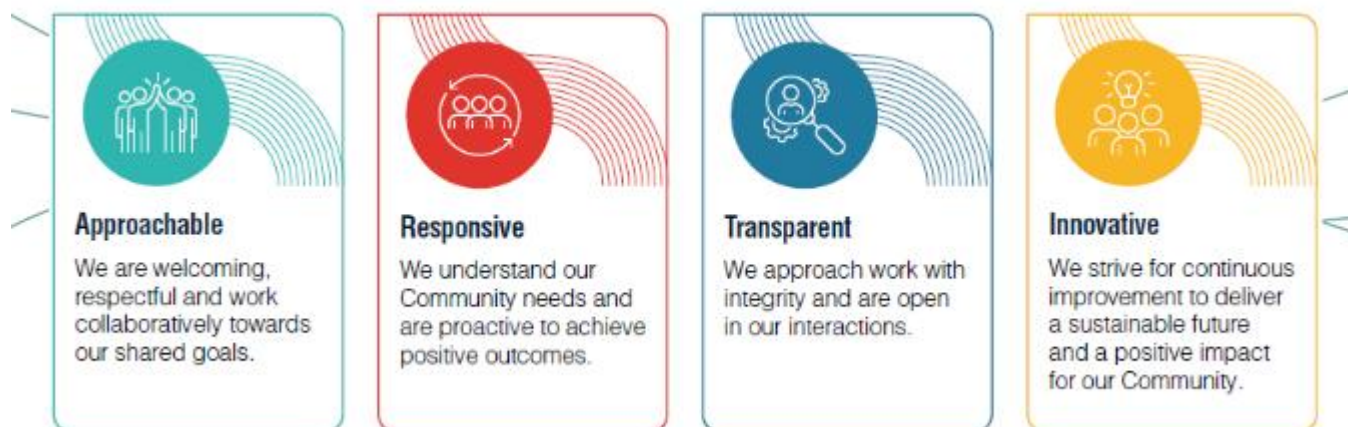
Mission Statement

To serve our community by delivering efficient, responsive, safe and sustainable services.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative



Reporting Relationships

This position reports to the Service Lead – Enterprise Planning and Performance, as part of the Strategy and Performance Business Unit within the Office of the CEO.

Business Unit Objectives

To provide strategic leadership, coordination and continuous improvement that supports the achievement of the City's vision, strategic priorities and long-term sustainability. The business unit is responsible for the development, implementation and review of the City's Integrated Planning and Reporting Framework, strategic and corporate planning, organisational performance and reporting, enterprise risk management, strategic change initiatives, advocacy and the Enterprise Portfolio Management Office (EPMO).

The business unit works collaboratively across the organisation to drive strategic alignment, support evidence-based decision-making, secure external funding opportunities, improve organisational capability to ensure services, projects and programs are effectively planned and delivered for the benefit of the community.

Position Overview

This position plays a key role in supporting the Enterprise Portfolio Management Office (EPMO) through the development, implementation and continuous improvement of the City's Project Management Framework. Working closely with stakeholders across the organisation, the position supports the establishment and maintenance of consistent project management standards, governance processes, tools and reporting practices to ensure projects are delivered in a transparent, consistent and well-managed manner.

A key focus is to ensure greater visibility of project performance, alignment with corporate priorities and a coordinated approach to managing the City's portfolio of projects and programs.

The position requires a high level of organisation, attention to detail and stakeholder engagement, together with a commitment to continuous improvement and the successful administration of the EPMO.

Position Objectives

Portfolio Coordination and Support

- Lead the development and implementation of the City's Project Management Framework.
- Maintain project governance processes, including stage gates and approvals across the organisation to ensure alignment and consistency.
- Provide day-to-day coordination and support to project managers and teams across the organisation.
- Assist in the development and maintenance of project plans, schedules and key milestones.
- Support project initiation, planning, delivery and closure activities.
- Facilitate communication between project stakeholders to ensure alignment and progress.

Documentation and Knowledge Management

- Maintain accurate and up-to-date project documentation including business cases, project plans, risk registers and status reports.
- Ensure consistent use of project management templates, frameworks and tools across the organisation.
- Support the development and maintenance of a centralised portfolio repository, including lessons learned.

Monitoring, Reporting and Insights

- Monitor project progress against agreed scope, timelines and deliverables.
- Prepare regular project performance reports and dashboards for internal stakeholders and executive leadership.
- Analyse project data to identify trends, risks and improvement opportunities.
- Support corporate reporting requirements relating to project performance and delivery.

Governance, Risk and Assurance

- Support the implementation of project management governance frameworks, policies and procedures.
- Assist in identifying and monitoring project risks and issues, including development of mitigation actions.
- Support assurance activities such as project reviews, audits and health checks.
- Contribute to ensuring compliance with organisational policies and regulatory requirements.

Stakeholder Engagement and Continuous Improvement

- Build and maintain effective working relationships with internal stakeholders across the organisation.

- Provide guidance and support to staff on project management processes and tools.
- Identify opportunities to improve systems, processes and project delivery practices.
- Contribute to the ongoing development and maturity of the EPMO.

Corporate Responsibilities

- Contribute to the achievement of corporate objectives by ensuring that stakeholders are managed in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure you take reasonable care to ensure your own safety and health at work and that of others.
- Take responsibility for and actively promote the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it through their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Relevant tertiary qualification or relevant work experience in project management, business, or related discipline OR equivalent experience	Essential
Knowledge, Skills and Abilities	
Strong organisational and coordination skills with high attention to detail	Essential
Ability to manage multiple projects and competing priorities at the portfolio level	Essential
Strong written and verbal communication skills for reporting and stakeholder engagement	Essential
Demonstrated ability to analyse information and prepare reports and dashboards	Essential
Ability to build effective relationships and work collaboratively across a large organisation	Essential
Understanding of project management frameworks, methodologies and governance	Desirable
Proficiency in project management tools and systems (e.g. MS Project, SharePoint, PMO365)	Desirable
Experience	

Experience supporting projects or working within a PMO, project or program environment	Essential
Experience in local government or a complex organisation	Desirable
Experience in project reporting, governance or assurance activities	Desirable
National Police Clearance (under 3 months).	Essential
Current C Class Driver's Licence	Essential

Office use only

Position Creation Date	Date	Click or tap to enter a date.	Officer	
Last reviewed/Modified	Date	12 August 2026	Officer	Manager Strategy and Performance