



Job Profile

Portfolio Reporting Analyst

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Data & Intelligence	Career Stage	E
Job Function	Data Analytics and Business Intelligence	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	9/03/2021
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

To provide monitoring and value-add analysis of project performance at the enterprise level for SWC, to inform the financial management of projects, programs, and portfolios which contributes to the ongoing control of funds, realisation of benefits and supports informed investment decision making.



Accountabilities

Job Specific	• Provide project accounting information, analysis, and insights to inform commercial and strategic advice to the Head of • Finance and Executive Team to determine future goals and support long term planning and decision making. • Develop and implement improved milestone reporting to ensure the prioritised totex program can be monitored against timeliness of delivery. • Support the early identification of program performance issues throughout the program and project lifecycles, investigate and assist in the resolution of issues, including preparation of issues briefing papers for stakeholders such as Program Control Groups. • Provide data, analysis, and insights to support portfolio/ program investment value analysis such as tracking cost benefit/marginal benefit, as well as benefits realisation reviews. • Provide monitoring and trend analysis of Unit Cost information and cost of delivery performance, including identifying areas for efficiency improvement. • Provide analysis and reporting for the internal and external benchmarking of programs for time and cost and outcomes. • Prepare a range of portfolio reports for various strategic stakeholders (Executive Team, Chief Financial Officer, Program Control groups, etc) • Collate information to prepare project, program and portfolio forecasts, variance analysis and risk management strategies • Understand Sydney Water's corporate strategy, and demonstrate SW values and behaviours in order to contribute to a positive and productive working environment • Demonstrate commitment to the Finance and Business Performance vision and objectives and understand your contribution to achieve these. • Participate in team development, planning and co-ordination activities to enable the team to work effectively together. • Maximise opportunities for coaching, training and professional development to continually develop your skills and capabilities. • Exercise astute judgement in managing confidential and sensitive information that has the potential to impact on organisational performance and reputation • Participants in ongoing process and system improvements to support and improve business efficiently and risk management, and staff work environment
---------------------	---



Role Requirements

Education / Qualifications

Required	Relevant degree qualification (e.g. Accounting, Economics, Business) or experience deemed equivalent
Desired	

Certifications / Licences

Required	
Desired	

Experience

Required	7+ years' experience working in a PMO in a large complex organisation, preferably in a similar organisation or industry sector (i.e. asset intensive and/or regulated), with at least 5 years' experience analysing program performance. - Strong background in capital investment and benefits management. - Establishing and maintaining strong trusted business relationships, particularly in an advisory capacity. - The ability to turn large volumes of raw data into trends and statistics that can be used for Board level reporting. - Excellent analytical skills - including the ability to use multiple sources of data and information to form clear insight. - Strong ability to distil key information from multiple data sources, including identification of trends, issues and the root causes of problems. - Highly organised with a numerical focus and comfortable handling large data sets - A commercial mindset with outstanding communication skills. - Ability to identify improvement opportunities and form recommendations for improvements. - Ability to work with, partner, and influence others to achieve improved outcomes, including change processes. - Excellent verbal and written communication skills - including ability to use data to convey logical and persuasive arguments. - Working knowledge of project and program management processes (eg scheduling, cost, risk management) and associated IT systems and tools.
Desired	

Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Management Reporting	1	Essential	Advanced
Reporting tools	2	Essential	Advanced
Data reporting	3	Essential	Advanced
Detail Oriented	4	Essential	Advanced
Process Improvement	5	Essential	Intermediate
Exception reporting	6	Essential	Intermediate
Power BI	7	Essential	Intermediate
Writing	8	Essential	Intermediate
Project Management	9	Desirable	Developing
Financial Modeling	10	Desirable	Developing
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.