

EPMO Analyst

ASX Position Description

ASX “All Roles Flexible”		What’s On Offer
ASX offers mutually beneficial flexible working arrangements. We recognise that employees need to balance work and personal lives.		
ASX Opportunity Snapshot		
Role:	EPMO Analyst	<p>How would you like the opportunity to join a fast-paced team within an organisation that sits at the centre of the Australian financial markets community? The Enterprise Delivery team is looking for an enthusiastic and organised self- starter to join the Enterprise Project Management Office (EPMO), to provide superior support and customer service to the delivery community.</p> <p>In this role, you will work closely with various stakeholders including GM, Enterprise Delivery, Delivery Managers, Program/Project Managers and your peers in the EPMO, to assist with the day to day running of the portfolio of projects (Governance and Reporting). You will also support the delivery of continuous improvement and uplift initiatives relating to the Project Management framework, tools and practices.</p> <p>The ideal candidate for this role is a proactive and flexible individual seeking new challenges and opportunities.</p>
Reports to:	Senior Manager, EPMO	
People Management:	N/A	
Budget:	N/A	
Team:	Enterprise Delivery, EPMO	
Date:	November 2021	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Manage and support the portfolio / project reporting and governance cycle through the collation and review of project data to produce relevant scorecards and project portfolio insights.
- Carry out support activities as required for portfolios and projects including quality assurance on project artefacts, administration of project budget, resource management and reporting.
- Analysing project and resource data to produce insights and KRIs to support the Line of Business
- Provide support with the creation and distribution of portfolio meeting materials, meeting co-ordination and preparation of meeting minutes.
- Lead and contribute to the continuous improvement and uplift of EPMO and Project Management framework, processes, templates and tools.
- Use your experience and understanding of the Project Management lifecycle to act as a champion, advocate and advisor to enable consistent and effective application of the Project Management framework.
- Use your knowledge of MS Excel, Jira and Confluence to support and build templates and tools to support effective project delivery.

What you've done:

- Minimum 3-5 years Project/Program Office or PMO Analyst experience within a Centre of Excellence EPMO/PMO of a medium to large organisation
- Strong experience in delivering procurement and financial forecasting administrative duties obtained through involvement in medium to large size projects/programs
- Gained a good understanding of Waterfall, Agile and hybrid Project Management Frameworks and governance practices through the support of medium to large size projects/programs or professional accreditations and training
- Project Management Framework continuous improvement and process improvement
- Advanced user of relevant computer software programs to generate data, reports, charts and presentations (especially MS Word, Visio, Excel, Project, PowerPoint)
- Intermediate to advanced user of JIRA and Confluence
- Proven organisational skills including the ability to determine priorities and meet deadlines while effectively balancing competing demands
- Strong verbal and written communication skills

And if you've got some of this, even better:

- Administration level user of MS Project Server or other Project Portfolio Management / Resource Planning tools
- Hands on Project Management and / or Scrum Mastery of small to medium projects

What you need to enjoy and be good at for this role:

- Thriving in a proactive, collaborative and high feedback environment
- Motivating others through your enthusiasm and sense of urgency
- Exercising strong time management skills and remaining calm under pressure
- Upholding a positive and continuous improvement mindset in yourself and others
- Excellent attention to detail in order to deliver high quality outputs and outcomes
- Communicating and engaging with a diverse set of stakeholders
- Embracing change and being passionate about making a difference