

## Position overview

<b>Position title</b>	Portfolio Delivery Manager
<b>Business unit</b>	People, Culture and Safety
<b>Remuneration type</b>	Total Rewards
<b>Reports to</b>	Head of Transformation and Change
<b>Direct reports (role)</b>	Portfolio Delivery team members
<b>Locations(s)</b> (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Flexibility exists to be based at any of four locations on the Sunshine Coast or Moreton Bay
<b>Success profile</b>	4.4 Project Management Role Success Profile
<b>Delegation level</b>	Level 4

## Position purpose

The Transformation and Change Portfolio Delivery team partners with stakeholders to deliver sustainable outcomes that drive Unitywater towards achieving its strategic ambitions. As a trusted partner, the team provides delivery excellence, enabling the sustained adoption and realisation of benefits from our investments for our customers and the community. They support enterprise initiatives from concept through to adoption, uplift organisational delivery capability and ensure our investments are strategically aligned, purposefully governed and delivering their intended outcomes and benefits.

The Portfolio Delivery Manager is accountable for the successful delivery of the organisation's portfolio of initiatives, ensuring work is delivered with quality, pace, and discipline while remaining aligned to enterprise priorities, sequencing and capacity.

The role demonstrates hands-on leadership, developing a high performing, multi-disciplinary portfolio delivery team providing direction, coaching, and intervention where required, while also influencing enterprise planning, sequencing, and decision-making. It balances delivery accountability, governance assurance, and enterprise influence, driving delivery excellence, governance discipline and ensuring the coordinated prudent and efficient delivery of Unitywater's project portfolio to advance its strategic ambitions.

## Position accountabilities

Key functions of the role include:

### Portfolio Delivery Outcomes and Team Leadership

- Accountable for leading and developing a high-performing, multi-disciplinary portfolio delivery team, setting clear direction, expectations and accountability for delivery performance, managing cumulative delivery and change impacts on the team.

- Build a team culture of ownership, accountability and continuous improvement, where team members proactively identify issues, bring forward options and recommendations, and take responsibility for improving delivery outcomes.
- Responsible for the planning, prioritising and work allocation across the portfolio, partnering with Sponsors, Enterprise Planning and Performance teams, and other stakeholders to govern delivery within agreed investment, risk, capacity, demand and dependencies.
- Oversee the portfolio-level planning, scheduling, release management and quality assurance practices to support predictable, high-quality delivery outcomes and effective decision-making; intervening early to mitigate risk and protect outcomes.
- Strengthen team capability by establishing clear professional standards, identifying capability gaps, supporting development plans, and holding team members accountable for applying agreed ways of working.
- Champion the consistent application of Unitywater's delivery framework and methodologies across the enterprise, ensuring delivery approaches are fit for purpose, aligned to standards and balance risk, value and delivery confidence.

#### **Portfolio Governance, Benefits and Alignment**

- Partners with the Enterprise Performance and Planning teams to establish portfolio governance and assurance mechanisms that enable proactive decision-making.
- Actively maintains quality and effectiveness of delivery governance by providing clear visibility of progress, risk, dependencies, benefits and performance to senior leaders and governance forums; using insights and lessons learnt to improve delivery outcomes.
- Acts as a trusted partner in planning and delivery execution discussions to ensure portfolio investments are linked to delivery reality and strategic intent.

#### **Enterprise Collaboration and Delivery Partners**

- Identify, influence and negotiate portfolio-level priorities, trade-offs across diverse stakeholder to optimise capacity, sustainable pace, sequencing and outcomes.
- Actively works to build trust within and across delivery teams, internal and external delivery partners; maintaining effective relationships to support coordinated, value-driven delivery across the portfolio
- Ensure impacts, dependencies and change considerations across the portfolio are understood, communicated and managed, supporting coordinated delivery across Unitywater.

#### **One Unitywater Contribution**

- Meet relevant ISO standards.
- Support and role model the One Unitywater behaviours, WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

## **Key relationships**

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Key working relationships internal and external to Unitywater are:

- Transformation and Change Branch

- Project Management and Business Analysis communities
- Initiative sponsors and stakeholders
- Technology and Digital Solutions Branch
- Enterprise Performance
- 3<sup>rd</sup> party vendors
- Procurement, Legal & Compliance, Risk and Capability teams
- People, Culture, Safety Business Unit
- External Project Portfolio Management bodies

## Capability requirements

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The requirements for the position are:

- Bachelor's degree or higher with minimum 10 years' experience in information systems, business, project / program / portfolio management or other similar qualifications, or equivalent years of relevant professional experience leading complex, multi-initiative portfolios that drive strategic and transformational outcomes (business and technology enabled).
- Portfolio / Program and / or Project Certification or equivalent demonstrated capability to manage and direct initiatives at a project and / or program and / or portfolio level.
- Experience in leading and developing a multi-disciplined team of delivery professionals; creating an continuous learning environment which values being trusted and seen as a high performing team
- Experience owning delivery performance as a system, anticipating and proactively mitigating delivery risks and informing enterprise outcomes in complex operating environments.
- Experience operating within portfolio governance and assurance environments which is fit for purpose through balancing controls, pace, and trust. ,
- Experience partnering with enterprise planning, capability, strategy and finance functions to inform portfolio planning, prioritisation, sequencing, and investment decisions.
- Demonstrated strong analytical and portfolio delivery skills, including the ability to interpret strategic and business needs and translate them into coherent delivery priorities, scope, sequencing and outcomes.
- Demonstrated knowledge of the utilities sector and its operating, regulatory and transformation context (highly desirable).
- Excellent collaboration, prioritisation and organisation skills to effectively coordinate delivery efforts across complex stakeholder and delivery environments.
- Excellent interpersonal and communication skills to lead engagement across internal and external stakeholders, including presenting to senior leaders and governance forums.
- Demonstrated ability to prioritise work across teams and guide delivery roles to achieve agreed outcomes.
- Ability to oversee and assure the quality of process and delivery artefacts to support informed decision-making and governance.
- Demonstrated leadership capabilities across delivery teams and line management, with ability to delegate, sequence and balance work to optimise capacity, performance and quality.

- Ability to provide clear portfolio-level reporting insights on progress, performance, risks, dependencies and benefits to support governance and decision-making.
- Current C Class Drivers Licence.

## One Unitywater Behaviours

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The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

*Create the Future* is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

*Care Together* is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

*Own It* is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.