

Position overview

Position title	Project Advisor
Business unit	Enterprise Solutions
Remuneration type	Indoor EA Level 4
Reports to	Enterprise Performance Manager
Direct reports (role)	Nil
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Northern or Southern Corporate Centre, Maroochydore and/or Mango Hill
Success profile	4.1 Business Planning Role Success Profile
Delegation level	N/A

Position purpose

The Project Advisor has a key role in supporting the delivery of Unitywater's strategic business objectives. The position provides project management governance coordination, support and guidance to project delivery teams, and business contributors within the Unitywater project management lifecycle. The advisor supports project delivery teams by providing advice and services to ensure projects meet the governance requirements of enterprise project management. The responsibility for project delivery sits with the relevant project team.

The position contributes to the continuous improvement of the frameworks, reporting, process and tools, and change management to support consistent, high-quality outcomes. The position will provide hands on support to project and program delivery teams, through a collaborative and partnering approach.

Position accountabilities

Key functions of the role include:

Support the development of project and program management capability.

- Provide guidance and support to project and program managers on the governance requirements for their project/s.
- Provide guidance relating to the transition of project deliverables and gate assurance activities prior to project completion.
- Monitor project and program delivery across the Unitywater portfolio to ensure compliance with the Unitywater enterprise stage gates.
- Support and contribute to project related change requests in line with the Unitywater change governance processes.

- Support the completion of project quality management planning, project health checks and lessons learned.
- Support the project initiation and documentation to ensure that when projects are approved for reporting to commence, project documentation, metrics and other data is correct and approved.
- Review project closeout and stage gate documentation for accuracy and completion prior to progression through Unitywater enterprise stage gates.
- Review lessons learned and convert these learnings into delivery system updates and communicate these to the broader project community.
- Provide technical advice on Project Management Governance.
- Act as a touch point for project delivery teams on the frameworks, processes, templates and supporting tools.
- Work with the Senior Performance Analyst to facilitate and support project and program managers to ensure data captured into systems is correct, approved, fit-for purpose.
- Collaborate with the Senior Performance Analyst to ensure alignment between enterprise project performance reporting and project governance activities.
- Support and facilitate project governance and controls in line with project complexity.
- Support project teams in completing project governance, risk and issue management requirements.
- Support the ongoing development and maturity aspirations of the benefits management framework, and the ongoing review and continuous improvement of benefits and value delivery.
- Provide coaching and support to uplift knowledge and capability of project community.
- Deliver value through strong relationships and interpersonal excellence
- Support project delivery teams on Unitywater project management and assurance processes.
- Develop strong working relationships with key internal and external business stakeholders.
- Support with change and communication activities.
- Lead and manage assigned projects and initiatives for the team.
- Meet relevant ISO standard.
- Support and role model the 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

Key working relationships internal and external to Unitywater are:

- Senior Performance Analyst
- Portfolio Delivery teams
- Business Planning and Performance team
- Other key internal team members

Capability requirements

The requirements for the position are:

- Relevant industry qualifications in a business, information technology, project management or related field.
- 3+ years project or relevant experience, with experience working in PMO and/or managing projects, budget and financial tracking and issue resolution.
- Able to work under pressure and meet deadlines.
- Able to execute good judgement in raising concerns and issues to management.
- Ability to prioritise multiple competing priorities and use initiative.
- Excellent presentation and facilitation skills with the ability to structure, engage and present information professionally, and engage with the Unitywater executive team.
- Demonstrated relationship management with the ability to cultivate positive and collaborative working relationships.
- High level of proficiency with the Microsoft Office suite of products, particularly Word, Excel, Outlook and PowerPoint, and a sound knowledge, or the ability to rapidly acquire a sound knowledge, of Unitywater specific information systems.
- Strong analytical, problem solving, organisation and planning skills.
- Agility to work within a small team environment.
- Project, Program and/or Portfolio Management Qualifications/Certifications (DevOps, PRINCE2, PMBOK, AIPM or similar)
- Demonstrated experience in change management and communication processes.
- Strong compliance skills and demonstrated ability to evaluate compliance with identified governance frameworks.

One Unitywater Behaviours

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.