

Position overview

Position title	Senior Performance Analyst – Enterprise Performance
Business unit	Enterprise Solutions
Remuneration type	Total Rewards
Reports to	Enterprise Performance Manager
Direct reports (role)	Nil
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Flexible
Success profile	3.2 Data and Analytics Role Success Profile
Delegation level	Level 6

Position purpose

The Senior Performance Analyst is a key role in supporting the delivery of Unitywater's strategic business objectives. The team provides enterprise level planning, coordination, oversight and governance services across Unitywater's portfolios that enable the delivery of the organisation's strategic objectives.

The position supports the enterprise performance and analysis activities. The position is responsible for supporting the execution of the enterprise portfolio performance frameworks, provide support to the continuous improvement of the frameworks, process and tools, and advise on their application to support consistent, high-quality outcomes. The position will support the project advisor and provide advice around governance through a collaborative and partnering approach.

Position accountabilities

Key functions of the role include:

Provide analysis, reporting and advice

- Support the assessment, analysis and prioritisation of proposed project investments as part of the broader Unitywater enterprise portfolio.
- Support enterprise portfolio or program reviews by collaborating with projects and initiatives, collating performance data, identifying trends, delivery risks, and evaluating benefits realisation, providing advice to senior leadership.
- Contribute to the implementation and embedding of strategic initiative frameworks, governance and analysis processes and tools, embedding performance reporting and planning cadence.
- Prepare regular and ad hoc reports, dashboards, and performance summaries for senior leadership.

- Support the development and implementation of a benefits management framework, and the ongoing review and continuous improvement of benefits and value delivery.
- Contribute to the continuous improvement of the frameworks, processes, templates and systems.
- Provide a strong focus to culture supporting each other across various engagements and bringing a positive attitude to work.

Support the delivery of strategic initiatives

- Support alignment of project teams with corporate strategy, project governance, risk and issue management requirements and business planning processes.
- Monitor, analyse and report portfolio and project performance against agreed KPIs, milestones, budgets, and timelines.
- Delivery and support of WSAA TOTEX reporting requirements.
- Provide support to Performance analyst's activities
- Support and facilitate where required on decision analysis and framing of strategic initiatives.
- Facilitate project governance and planning requirements in line with project complexity.
- Lead the analysis for project / initiative lookback and lessons learned ensuring that benefits realised align with expected benefits, collaborating with project teams and providing insights and enhancements to future investment analysis.
- Maintain a detailed understanding of the current portfolio of strategic projects and initiatives
- Collaborate across PDO and other project functions to ensure processes are aligned and consistent.
- Undertake assurance activities where required for projects and initiatives, ensuring they are adequate and aligned to Unitywater standards.

Deliver value through strong relationships and interpersonal excellence

- Guide, coach and assist project advisor and project delivery teams on Unitywater project management and assurance processes
- Develop strong working relationships with key internal and external business stakeholders
- Support change management, communications and engagement activities
- Provide introduction, briefing and uplift sessions on the Project governance and project management related processes
- Provide coaching and guidance on frameworks, processes, templates and systems.
- 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:

- Enterprise Performance Manager
- Senior Leadership Team
- Portfolio delivery teams
- Business Planning and Performance team

Capability requirements

The requirements for the position are:

- Qualifications at degree or post graduate level in business, engineering, project management or related field
- Demonstrate a hands-on approach to tasks, from creating business cases to running strategic workshops
- 7+ years of project or relevant experience, with experience working in PMO and/or managing projects, economic analysis, budget, operational delivery, financial tracking and issue resolution and benefits realisation.
- Ability to identify risks, issues and interdependencies, and provide strategic recommendations to support decision-making
- Demonstrated stakeholder leadership experience, including influencing senior stakeholders and facilitating workshops or forums
- Excellent presentation and facilitation skills with the ability to structure, engage and present information professionally, and engage with key stakeholders
- Demonstrated relationship management with the ability to cultivate positive and collaborative working relationships, leading through influence.
- High level of proficiency with the Microsoft Office suite of products, particularly Word, Excel, Outlook and PowerPoint.
- Strong analytical, problem solving, organisation and planning skills
- Able to prioritise, work under pressure and meet deadlines
- Project, Program and/or Portfolio Management Qualifications/Certifications (PRINCE2, MSP, MoP, PMP, AIPM or similar) is desirable

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.