

Position details

Title of Position:	Associate Delivery Portfolio Analyst
Reports to (position title):	Manager Project Controls
Division:	Delivery
Function:	Project Controls
Number of Direct Reports:	Nil
Grade:	5

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

The Associate Delivery Portfolio Analyst supports the design and implementation of data analytics tools, dashboards, and reports that provide actionable insights to Delivery Team Leaders and other stakeholders. The role works closely with cross-functional teams to identify continuous improvement opportunities and support the successful delivery of projects across the organisation.

The position requires strong capability in data management, analytics, and business intelligence, along with proficiency in project and portfolio management tools (e.g. Microsoft Project, SAP) and reporting platforms such as Power BI, Tableau, and Excel. Well-developed analytical, problem-solving, and communication skills are essential.

Success in this role is demonstrated through high initiative, exceptional attention to detail, a strong understanding of project management and finance/people systems, and the ability to build effective working relationships with a broad range of internal and external stakeholders.

Key Responsibilities

Working under general supervision, you will be accountable for delivering meaningful portfolio insights to key stakeholders to support portfolio optimisation and informed, data-driven decision-making. This will be achieved through the provision of technical advice and operational support across the following areas:

Operational & Technical

Influence:

- Develop, monitor, analysis and report on relevant performance metrics for the team, providing value-adding commentary and insight to demonstrate the extent of success in meeting organisational performance and/or improvement targets;
- Contribute to communicating business-wide activities, initiatives and key message, leading conversations with team members across the function to ensure the successful delivery and understanding of communications.

Workforce Planning:

- Analyse and interpret data to provide sound advice on current and future resourcing and capability needs;
- Maintain accurate resource capacity, resource group and resource type to support the workforce planning for the short, medium and long term (2-3 years in advance);
- Partner with Finance and People Business Partners to guide and inform ElectraNet's workforce and resource planning activities.

Commercial, Procurement & Estimating:

- Provide resource requirement analysis to support resource & cost estimation;
- Provide vendor performance, spend and commitments report to support supplier management;

Project and Portfolio Reporting & Analysis:

- Update KPI dashboards to enable decision makers within the Delivery Division;
- Contribute to data quality improvements and helps to resolve data quality problems through the appropriate choice of error detection and correction, process control and improvement, or process design strategies;
- Provide Project Controls support to the team on an ad hoc basis.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- Delivery Division (all Team Managers)
- Financial Planning & Analysis Manager
- Technology Team
- D&A Working Group
- People Team

Equipment & Technology Used

- Microsoft Project Professional
- Microsoft Project Online – Resource Centre
- SAP
- SuccessFactors
- Microsoft Dynamics 365 Project Services Automation (PSA)
- Microsoft Power BI (or equivalent)
- Microsoft Excel

Selection Criteria

Knowledge & Experience

Essential

- Experience in the delivery of high-level analytics to increase commercial acumen and support leaders in decision making processes;
- Strong communication skills and the ability to write, deliver and present accurate, data driven information to make informed recommendations to a wide range of stakeholders;
- Demonstrated experience with report development and creation using data reporting packages (PowerBI)
- Detailed working knowledge of financial systems (including SAP) and experience in Microsoft Project (including Resource Centre);
- Demonstrated negotiation and influencing skills with the ability to listen, understand and cater advice and solutions to achieve desired outcomes;
- Advanced skills in MS Excel, with experience in analysing, manipulating and summarising large volumes of data to provide considered analytics and insight;
- Demonstrated ability to maintain a high degree of confidentiality and work independently to manage conflicting priorities and resolve complex issues at all levels;
- Positive, flexible and adaptable attitude with a willingness to take on a wide range of diverse tasks and adjust to competing and shifting priorities in a changing environment;
- Flexible approach to working hours and after-hours commitments.

Desirable

- Minimum 3 years' experience in a related role
- Electricity Industry background an advantage

Qualifications

- Tertiary qualification in Data Science, Finance, Project Management or related discipline and/or equivalent experience (essential)
- South Australian Car Drivers Licence (or eligible to obtain one)

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

