Role Description
Senior Portfolio Analyst

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Digital Technology and Innovation (DTI)
Location	Police Headquarters (PHQ), Parramatta
Classification/Grade/Band	Clerk 9-10
ANZSCO Code	261111
PCAT Code	1226192
NSWPF Role Number	
Date of Approval	17/08/2016
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Senior Portfolio Analyst supports service delivery of the portfolio management function through the development of the portfolio management framework and detailed business cases.

Key accountabilities

- Develop the portfolio management framework, associated tools and templates, organisational intranet and Enterprise Project Management knowledge base.
- Provide advice to inform a strategic overview of programs, projects and interdependencies to senior management and provide strong and productive problem solving skills ensuring issues are resolved and reported in a timely manner.

- Analyse, balance, optimise the ICT Portfolio in terms of strategic goal attainment with respect to delivery capacity ensuring engagement with Business as Usual teams.
- Develop, maintain and assist in facilitating the portfolio management and demand process of initiatives ensuring that business demands are fully understood, quality business cases developed and prioritised to meet business objectives and that provide return on investment to NSWPF.
- Prepare information for executive management on prioritised demand management, program/project dependencies and constraints that provide valuable input for the investment decision making process.
- Identify and plan resource requirements to ensure efficient resource utilisation across the portfolio and improvements to the portfolio management practices.
- Review the assessment of new project briefs and business case requests and develop business cases to support new submissions so that they can be prioritised accordingly.
- Develop, maintain and report on the ICT Portfolio risk register, Key Performance Indicators and dependencies register.

Key challenges

- Manage consultation and negotiations with stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.
- Contribute to the process of change as related to portfolio management to enable the overall organisational objectives to be attained.
- Achieve multiple portfolio objectives, given limited resources and tight deadlines, and the need to identify program/project interdependencies and balance competing demands and priorities.

Key relationships

Who	Why
Internal	
Manager	• Receive advice and report on progress towards objectives and discuss future directions • Provide advice and contribute to decision making
Work Team	• Support team, work collaboratively to contribute to achieving organisation's business goals • Participate in meetings to obtain the work group perspective and share information
Stakeholder	• Resolve and provide solutions to issues • Information exchange
External	
Clients/Customers	• Information exchange

Role dimensions

Decision making

This role has autonomy to make decisions regarding the priority management of the portfolio day to day tasks and contributes advice to inform decisions on key issues in liaison with the Portfolio Manager.

Reporting line

- Manager - Portfolio - Clerk 11-12

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Experience in project management using an industry best practice methodology and reporting toolset.
- Project/Portfolio Management Certification and/or knowledge and experience in end to end portfolio management process including assessment and prioritisation.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Adept**
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	**Adept**
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	**Advanced**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Occupation / profession specific capabilities

Capability Set	Category, Sub-category and Skill	Level and Code
IIIII SFIA	**Change and transformation, Business change implementation, Portfolio management**	**Level 5 - POMG**
	Change and transformation, Business change implementation, Portfolio, programme and project support	**Level 4 - PROF**
	Relationships and engagement, Stakeholder management, Relationship management	Level 4 - RLMT

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Business Enablers Technology	Advanced	• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols, and policies
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

Occupation specific capability set (Skills Framework for the Information Age – SFIA)		
Category, Sub-category	**Level and Code**	**Skill and Level Description**
Change and transformation, Business change implementation	**Level 5 - POMG**	**Portfolio management** - Ensures that programme/project leads and/or service owners adhere to the agreed portfolio management approach and timetable and that they provide the appropriate information to agreed targets of timelines and accuracy. Produces reports as appropriate for portfolio governance, including making recommendations for changes to the portfolio.
Change and transformation, Business change implementation	**Level 4 - PROF**	**Portfolio, programme and project support** - Takes responsibility for the provision of support services to projects. Uses and recommends project control solutions for planning, scheduling and tracking projects. Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques. Supports programme or project control boards, project assurance teams and quality review meetings. Provides basic guidance on individual project proposals. May be involved in aspects of supporting a programme by providing a cross programme view on risk, change, quality, finance or configuration management.

Version Control		
Version	**Summary of Changes**	**Date**
V1.0	Position Description translated into Role Description template	17.08.2016
V1.1	Agency Overview and command name updated	03.07.2018