



# EPMO Analyst

Sydney, New South Wales, Australia (Hybrid)

## ASX: Powering Australia's financial markets

### Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, visit our [careers page](#) to learn more.

### We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

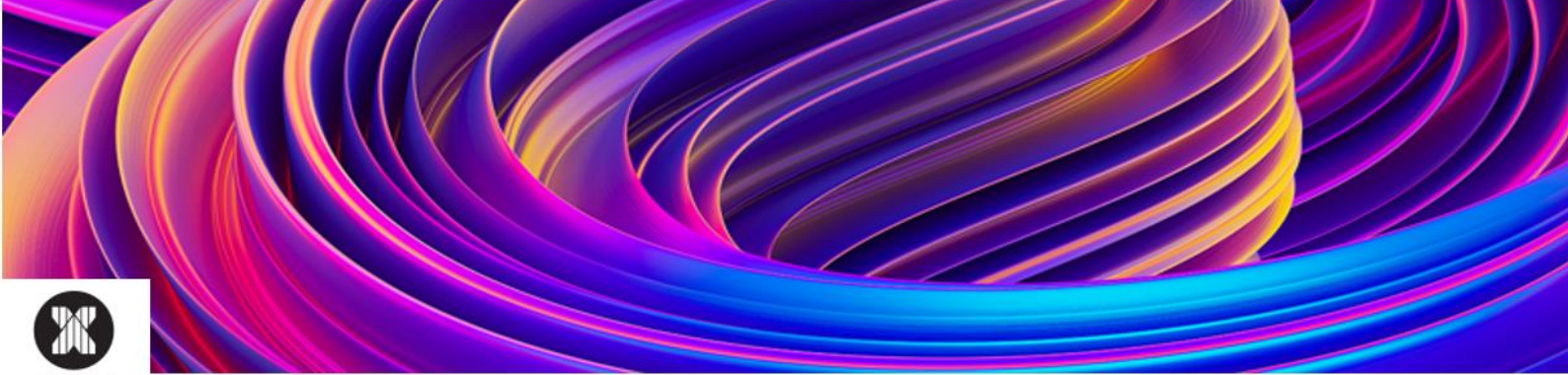
We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

### About the team:

Enterprise Enablement team supports the ASX business in its execution of successful and safe delivery of change initiatives/projects/programs. The EPMO team is part of Enterprise Delivery Performance within Enterprise Enablement and focuses on Governance, Reporting, Tooling and Support. The EPMO Analyst will be responsible for ensuring the smooth running of governance routines and activities for projects across the Enterprise

### What you will be doing:

- Utilise and facilitate understanding of the Project Management lifecycle to act as a champion, advocate and advisor to the Line of Business Portfolios to enable consistent and effective application of the Delivery Management framework, practices and tools.
- Contribute to continuous improvement and uplift of the Delivery Framework and EPMO, processes, templates and tools.
- Maintain and update the Central Project Repository and produce relevant scorecards/heatmaps to ensure accuracy and consistency of data for reporting.



- Facilitate financial governance control activities and QA of governance artefacts for projects to ensure adherence to the ASX Delivery Framework.
- Undertake project start-up and closure administrative activities, including the creation of Jira Projects, Confluence Sites and project codes.
- Monitor EPMO SNAP Service Request dashboard and respond to queries.
- Facilitate and build strong relationships with Line of Business Portfolio's to provide PPM guidance and support to enable embedment of changes, including processes, documentation and tooling

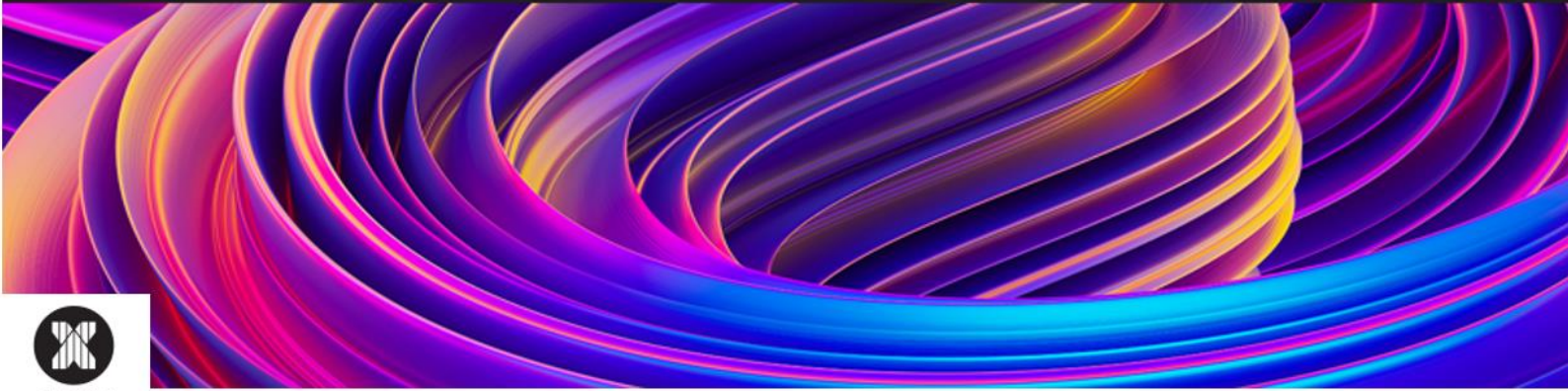
### What you will bring:

#### Must have

- Minimum 2 years experience within a PMO of a medium to large organisation
- Built and supported continuous improvement of Project Management processes, tools and templates to enable effective and pragmatic project delivery
- An understanding of Delivery Management Frameworks and governance practices through the support of medium to large size projects/programs
- Experienced user of PPM Tool, JIRA, Confluence and Sharepoint.
- Proven organisational skills including the ability to determine priorities and meet deadlines while effectively balancing competing demands
- Strong verbal and written communication skills and experience in executive reporting. Can collaborate with stakeholders across seniority levels
- High levels of accuracy and attention to detail and able to deliver in a timely manner
- Effective and pragmatic problem-solving skills, welcomes change and is adaptable within a very dynamic environment
- Technically savvy with ability and to learn new systems and tools at a rapid pace

#### Nice to have

- Involvement in supporting PPM Tooling implementation and associated changes
- Undertaking delivery under regulatory review



We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.

*Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes.*