

JOB DESCRIPTION

Position title	PMO Lead
Reports to	General Manager Corporate Services
Direct reports	Operations Support Manager, Project Administrator
Prerequisite role	N/A

JOB PURPOSE

The Project Management Office (PMO) Lead is responsible for leading the PMO and a small team to manage and oversee reporting and project support activities across the organisation, and own and manage the Project Management Framework. The role includes driving regular engagement with operational delivery teams and the AIS Executive to generate, quality assure and present management information, support delivery and client requirements, inform operational and executive decision making, and continuously improve and refine the PMO presence through business process development.

KEY TASKS

- Lead and drive the PMO to support Service Delivery through the monthly status reporting cycle, development of the Portfolio Dashboard and chair the Portfolio Steering Committee
- Continuously improve the PMO presence, including Frameworks, policies and procedures, artefacts and business processes to ensure clear and timely management information and well supported delivery teams
- Manage a small team of staff in delivering support to delivery teams across the business
- Build and maintain strong relationships with team members, clients and stakeholders. Work collaboratively and draw on team strengths.

QUALIFICATIONS, EXPERIENCE & SKILLS

- Demonstrated PMO and project management experience, with a strong understanding of project lifecycles and the role a PMO plays in supporting the business
- Experiencing of influencing at a senior management level
- Experienced at driving change to support PMO operations across the business
- Strong attention to detail, stakeholder engagement, and team leadership skills
- Demonstrated ability to build and maintain relationships internally and with key stakeholders
- Good written and verbal communication skills.

ESSENTIAL ATTRIBUTES

The successful applicant will possess:


- 5+ years project management and/or PMO management experience and a project management qualification(s)

- qualification in one or more PM methodologies
- an energetic approach to their work, show initiative and take responsibility to deliver work priorities
- keen acumen to identify and implement where processes need to optimise
- strong organisational and administrative skills, with high attention to detail
- excellent written and verbal communication skills
- a demonstrated ability to build and maintain strong positive relationships with colleagues and key stakeholders across all levels
- good time management skills to independently manage work and effectively respond to change
- proven high level skills in using Microsoft Office software, MS Project and Visio

DESIRABLE ATTRIBUTES

- Sound knowledge of the Australian Vocational Education and Training system
- PowerBI experience

APPROVALS

Last Modified	Approver Name	Position Title	Signature	Date Approved
	Damian Kelly	General Manager, Corporate Services		
	Paul Walsh	Chief Executive Officer		4 Nov. 2021

EMPLOYEE ACCEPTANCE

Date	Employee Name	Employee Signature	Manager Name	Manager Signature