Position Description

Vacancy Title: **PMO Manager**

Location:

Reports To: **None**

Objective

The PMO Manager ensured projects and programs executed consistently, transparently, and effectively across their lifecycle while working closely with the Portfolio Director to safeguard outcomes by embedding robust controls, aligning resources and schedules, and holding everyone accountable to project objectives and frameworks, reports to.

Outcomes

Organisational Stakeholders

1. Project Oversight

- Actions related to project investment, funding approvals, and governance direction recommended.
- Submissions for funding approvals coordinated.
- Projects delivering agreed capabilities on scope, schedule, budget, and benefits monitored.
- Project schedule managed, and key interdependencies tracked.
- Strategic input into policy or reporting changes impacting project performance provided.

2. Project Governance

- Adherence to frameworks including Project Execution, Project Governance, Risk, Change, and Financial Accounting ensured.
- Governance forums such as status updates, working group, and deep dive sessions facilitated.
- Completion and approval of mandatory documentation for compliance and audit purposes ensured.
- Change control overseen and change records approved per project requirements.
- Project Management Plan outlining operating rhythms, procedures, and controls developed and maintained.
- Program registers to track risk, decisions, milestones, assets, and financial approvals implemented and managed.

3. Project Reporting

- Consistent reporting timelines and structures across projects established and coordinated.
- Status reporting reviewed for completeness, clarity, and transparency.
- Ongoing health checks and escalation of delivery risks or issues provided.
- Financial reporting from Enterprise Project Finance consolidated for Steering Committee packs and executive reporting.

4. Stakeholder Engagement

- Vendor and partner performance monitoring overseen.
- PMO communication ensured to be timely, relevant, and aligned with stakeholder needs.
- Strong working relationships with Project Directors, Delivery Managers, and Governance leads fostered.

5. RAID Management

- Comprehensive risk management plans ensured to be developed, updated, and followed.
- Unresolved or critical risks/issues monitored and escalated as required.
- Assumptions and dependency maps regularly reviewed and validated.
- RAID registers managed and documentation processes ensured to be followed.

6. People Leadership & Operational Support

- Performance accountabilities and delegated authorities within the PMO defined.
- Workloads managed and ad hoc support balanced against core deliverables.
- Onboarding, coaching, and mentoring of PMO team members supported.
- Ad hoc delivery support, guidance on governance frameworks, and resourcing gaps filled as needed.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.

Competence	Description
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business Administration	Qualifications in Business, Finance, Project Management or Technology

Work Knowledge and Experience

Deep understanding of governance, risk, compliance, and reporting frameworks.

Expertise in financial management, program planning, and milestone tracking.

Experience managing PMO functions in large-scale, multi-stream programs.

Requirements

Regulatory Compliance Requirements

Certifications such as PMI-PMP, PRINCE2, MSP, or P3O are highly desirable.. Skilled in tools for scheduling, reporting, and financial analysis.

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Portfolio Directors	
External		
	Vendors	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

| Reliable | Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work. |

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 19 Sep 2025