

## Role description template

### PMO Manager, Business Transformation

#### Role data

<b>Position no.</b>	E12163	<b>Work Area Profile</b>	Business Transformation
<b>Work Level Classification</b>	Level 8	<b>Directorate/Business Unit</b>	Strategy & Policy
<b>Reports to (role)</b>	Director, PMO	<b>Location</b>	Sydney or Melbourne
<b>No. direct reports</b>	0	<b>No. of indirect reports</b>	0
<b>Version date</b>	Sep 2022	<b>Tenure</b>	Full Time – 12 Months fixed term

#### Work Area

AHPRA's overall purpose is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

In partnership with the National Boards, AHPRA's Digital House program will deliver a system that supports the operational activities of the National Registration and Accreditation Scheme by enabling a competent and flexible health workforce to meet the current and future health needs of the Australian community. AHPRA publishes registers of practitioners (the national register) so that important information about the registration of individual health practitioners is available to the public

#### Role purpose

The Project Management Office PMO resides in Business Transformation within Strategy and Policy. The PMO provides Program Management PMO (Program PMO) activities for the Transformation Program and Project Portfolio PMO (Ahpra PMO) functions for Ahpra's strategic project portfolio.

The PMO provides organisation leadership encompassing the Project Portfolio Management (PPM) framework. The PPM functions are:

- Alignment
- Capacity Management
- Benefit Management
- Financial Management
- Governance
- Performance Management
- Assurance
- Methodology and tools
- Capability

Reporting to the Director, PMO the Manager, PMO is responsible for managing the Project Portfolio Management function for Ahpra's strategic projects. This includes managing and continuously improving the PPM including overseeing the maintenance and application of the Project and Change methodologies and supporting and guiding projects in its use.

As the Manager, PMO this role will provide ongoing support to project managers and governing bodies in navigating the project lifecycle, methodology and relevant stage gates. As a leadership role within the PMO, the Manager PMO will also contribute to the maintenance and development of Ahpra's strategic project portfolio and is responsible for ensuring portfolio status reports, relevant registers and dashboards are accurate and timely. The Manager, PMO will manage relationships and engage key stakeholders across the organisation, project and change managers, vendors, consultants and Ahpra staff.

## Key Accountabilities

- Maintain and coordinate the Enterprise Strategic Project Portfolio register and dashboard and ensure all projects are captured, information is kept up to date and regular and timely reporting is provided to agreed forums
- Co-ordinate strategic projects through the project lifecycle including stage gate approvals and ensure relevant methodologies, documentation and processes have been completed and approved
- Support the quality assurance review process for key strategic priorities and ensure the application of project management methodologies have been applied.
- Analyse project data, conduct quality checking and prepare project portfolio status, reporting and dashboards for key strategic projects
- Coordinating and supporting Ahpra's project management forums such as SDG and PMB with accurate and timely information and documentation
- Provide support and participate in the project maturity team and ensure prioritisation reporting and track completion of required activities
- Demonstrating flexibility in thinking by adapting to change, mitigating risk and identifying strategies, and develop options and solutions to overcome challenges and achieve project goals and timelines
- Secretariat for the Project Working Group (PWG) – a group of representatives from the Transformation Program It and IDE tasked with managing the dependencies between projects on behalf of the Project Management Board (PMB)
- Work collaboratively and support Project and Change Managers in navigating and ensuring the integration of Ahpra's project management lifecycle and methodology
- Maintain, update and continuously improve the Ahpra Ahpra project and change management methodology standards, templates, technologies and processes to ensure the standardisation of portfolio management
- Manage the project to build and implement project and portfolio management technology for Ahpra
- Foster a culture of continuous improvement by supporting opportunities to review and continuously improve processes across the project and change management lifecycles
- Other tasks at the direction of the PMO Director
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures

## Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Advanced
	Generates and delivers the strategic vision	Intermediate
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Intermediate
<b>Collaboration</b>	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Advanced
	Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification in Business or Project/ChangeManagement or equivalent working experience</li> <li>• Training or certification in one or more project and changemethodologies or working towards achieving certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• PMO experience specifically: <ul style="list-style-type: none"> <li>○ Project Portfolio management and project register maintenance</li> <li>○ Portfolio Status Reporting Management</li> <li>○ Development of PMO processes and procedures</li> <li>○ Used Project Portfolio Management technologies</li> </ul> </li> <li>• Advanced Excel spreadsheet skills</li> <li>• Ability to capture complex information decipher, filter and display for governing forums</li> <li>• Experience in developing and implementing processes, tools and systems</li> <li>• Demonstrated experience in supporting business and technology project managers to follow project methodologies and requirements</li> <li>• Project Governance experience</li> <li>• Understand project and change management concepts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong interpersonal skills with the ability to work collaboratively and effectively with Project Managers, sponsors, owners and other stakeholders involved in the delivery of projects</li> <li>• Advanced written and oral communication including the ability to negotiate and influence others; and relate to a wide range of clients or stakeholders.</li> <li>• Time management, planning and organisational skills with a focus on managing competing demands and objectives.</li> </ul>
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### Key relationships

Internal Relationships	External Relationships
PMO Director	Vendors
Strategy team	
National Director, Business Transformation	
Project Managers, Sponsors and Owners	
People and Culture	
Consultant – Project Methodology and Tools	
Project Management Maturity project team	
Governance forums, SDG, PMB, NE	