



SCHEDULE A

Position Title	Senior Manager, Portfolio Planning & Delivery
Service Area	SPMO
Directorate	Office of the Executive Director
Reports to	Head or delegate
Classification	Manager
Date Approved	February 2024

ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Senior Manager, Portfolio Planning & Delivery is accountable for providing leadership across each portfolio and their teams and will work closely with the management across the entire organisation. Responsibilities will span various portfolios, analytical, and strategic tasks to enable the realisation of strategic objectives ensuring active pipelines are aligned to the priorities of CSPD. This senior position will provide leadership in the area of portfolio, program and project management, including facilitation and assistance in the delivery of business planning, reporting, project management and budget and risk management for the SPMO and leadership. This role will manage a range of senior business relationships and key stakeholders across the organisation and will provide authoritative advice and recommendations on significant projects.

KEY ACCOUNTABILITIES

FUNCTION SPECIFIC ACCOUNTABILITIES

The Senior Manager, Portfolio Planning & Delivery is accountable for:

- Ensuring the effective management and coordination of multiple portfolios and handling interdependencies between them. Overseeing staffing and demand requirements, developing a clear resource demand profile to inform integrated business planning for each portfolio.
- Contributing to the broader strategic direction and leadership across each area, sharing accountability with other leaders for overall performance of deliverables and outcomes to meet the current and future needs of CSPD.
- Establishing a Delivery centre of excellence for CSPD, Lead a team of Portfolio, Program & Project Management personnel providing the required mentoring, coaching, performance management, line management, and career development guidance.
- Managing budget allocations across the portfolios to align with the annual budget planning process. Overseeing budgets to maximise efficiency and program impact and identify future funding needs.
- Coordinating and overseeing the benefits realisation across all portfolios by ensuring consistency in approach, methodology, and reporting, and facilitating continuous improvement.

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic Ethos

- Exemplify gospel values in their leadership and professional relationships
- Encourage staff to participate in formation opportunities

Strategic Direction

- Contribute to the strategic direction of the system and work with Directors and Heads on strategic planning for the relevant service area

- Collaborate with key stakeholders in the delivery of the Diocesan pastoral vision and services to schools

Team Leadership and Development

- Monitor the progress of operational planning to meet identified strategic objectives
- Work with staff to ensure efficient and effective delivery of services
- Plan and implement continuous improvement and change initiatives within the relevant service area

People Development

- Provide mentoring, regular performance feedback and coaching for staff within relevant service areas with a focus on continuous learning that is aligned with the culture and values of CSPD

Risk and Compliance

- Monitor and manage key accountabilities, standards and processes within relevant services areas to mitigate risk
- Contribute to the development of policy and procedures within relevant service areas and ensure compliance with policies and legislative requirements

REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard Group		Standard Name	Expected Level of Proficiency
Behavioural	Individual	Self-Development / Continuous Learning	A
		Adaptability	A
	Interpersonal	Collaboration and Communication	A
		Responsibility and Ownership	A
	Analytical	Planning, Organising and Problem Solving	A
Leadership	Leadership	Delegation	A
		People Development	S
		Leading a Team	S
		Understanding the Organisation's Mission	A
		Strategic Positioning	S
		Attention to Detail	A

Technical/Functional	Technical/Functional	Knowledge & Application of Policies, Procedures and Processes	A
		Knowledge & Application of Industry, Emerging Trends and Good Practice	A

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Management and leadership experience
- Stakeholder management experience
- Negotiation, conflict management and interpersonal skills

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.