



## SCHEDULE A

Position Title	Portfolio Lead
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 Portfolio Lead is accountable for managing a specific portfolio, in all design and delivery decisions that flow through to the day-to-day delivery of programs and projects. The Portfolio Lead is a critical role within the SPMO's Portfolio Planning & Delivery team and will be responsible for providing effective and consistent engagement, leadership and decision-making on design and delivery across a specific pipeline of projects, supporting the creation of a centre of excellence and ensuring the delivery of strategic outcomes. The role will be fully immersed from the outset of projects commencing, working across a wide range of stakeholders, and focussing on ensuring the successful execution of programs and projects and other key strategic initiatives.

## KEY ACCOUNTABILITIES

### FUNCTION SPECIFIC ACCOUNTABILITIES

The Portfolio Lead is accountable for:

- Managing a specific portfolio of programs and projects. Serve as a subject matter expert in programmatic areas to provide leadership in the design, development and execution of projects, programs and initiatives in support of organisational goals and strategies.
- Developing and contributing to executive reporting briefs with analytical and problem-solving skills. This includes project and program performance tracking, portfolio optimisation and organisational change management.
- Managing program and project teams for optimal return on investment and coordinating and delegate cross-project initiatives. Fostering efficient and effective cross-functional teamwork and results-oriented deliverables, developing the scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Working with program/project managers to identify risks and opportunities across the portfolio. Analysing, evaluating, and overcoming risks and ensuring the successful transition of change into BAU.
- Initiating, reviewing and evaluating and providing recommendations regarding individual projects, products and initiatives in accordance with CSPD strategy. Creating and carrying out program strategy encompassing a variety of individual projects.
- Developing benefit realisation plans, report and monitor the benefits of each initiative within the portfolio, working with sponsors and business owners to ensure business readiness in accordance with program and project plan and provide input into ongoing strategy development and 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
Technical/Functional	Technical/Functional	Attention to Detail	A
		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.