**World class water services for a better life**

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| Position Title  | PMO Consultant |
| Position Number(s) | TBC | Manager Title | Manager Governance, Information & Value |
| Business Group | Asset, Operations & Delivery | MoR Title | Senior Manager Capital Delivery Enablement & Assurance |
| Business Unit  | Project Program Enablement & Assurance | Direct Report’s Title(s) | * Delivery Change Coordinator
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What is the unique purpose of the role?

What is the reason for the role’s existence and the key contribution to SA Water’s success?

To be written in terms of “Lead/Support/Design/Implement/Deliver… in order to ensure/provide/ effect/contribute/achieve… for… what outcome.”

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| Responsible for the design, development and implementation of a Capital Delivery Governance and Assurance process that spans the Asset Lifecycle to ensure the efficient delivery of the capital portfolio.  |

What does the role do?

The key accountabilities unique to this role are (3-6 required):

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| Key Accountabilities | Accountability Details (2-8 per accountability) |
| Governance | * Design and implement a fit for purpose CPMM and other related delivery processes, work flows, user guides and templates that support the achievement of the SA Water strategy.
* Ensure the governance procedures align to the corporate SA Water policies.
* Develop, communicate and train the Assert Operations & Delivery team members in the application of the processes, procedures, tools and supporting business systems.
* Lead the organisation of the PM Forum and Knowledge Sharing lunch sessions.
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| Enablement  | * Responsible for the development of the Portfolio Risk, Issue, Change and Lessons Learned functions to support the efficient delivery of the SA Water portfolio of capital activities.
* Ensure project and program submissions to PAG, ESC, Board and Minister are consistent, and are of a high standard in terms of quality and message clarity, and are submitted in accordance with appropriate deadlines.
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| Assurance | * Responsible for the management and planning of assurance audits across the capital delivery portfolio to support improved operational effectiveness.
* Undertake project and program assurance audits across the Capital Delivery portfolio for compliance and quality of Risk, Issue and Change Management.
* Lead the facilitation of Risk, Issue, Change and Lessons Learned workshops.
* Manage stakeholder expectations following internal audits including negotiation of actions and resolution of conflicting priorities to ensure successful and efficient outcomes are achieved.
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| Training and Development | * Ensure Project Managers are provided with accessible and adequate supporting services and training in capital delivery processes, systems and tools, and the Corporate Project Management Methodology.
* Progress and manage the suite of CPMM training and development modules to align with best practice and industry.
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| Continuous Improvement | * Engage with industry thorough professional groups and associations to identify leading edge governance and audit functions that will improve SA Water’s internal processes and work methods.
* Conduct post implementation reviews on initiatives to identify opportunities for continuous improvement and apply those lessons.
* Collaborate effectively to ensure team goals are achieved by providing input into decision making and problem solving.
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Knowledge, skills and experience the role requires

Criteria which will be used for recruitment and selection for this role (maximum of 8):

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| Foundation Knowledge, Skills, Experience and Qualifications | Essential or Desirable |
| Tertiary qualifications in Business Management, Project Management, Risk Management, Engineering or equivalent experience | Essential |
| Demonstrated experience in project management  | Essential |
| Demonstrated experience in the facilitation and running of workshops and training | Essential |
| Demonstrated experience in change management including the ability to communicate with influence, build rapport and convey messages and ideas that involve new or changes to existing processes | Essential |
| Demonstrated experience in defining and implementing project and/or program management governance process | Essential |
| Sound analytical skills and demonstrated ability to assess, evaluate and solve problems | Essential |

Who you work with

Key Stakeholder Relationships criticalto the success of this role (maximum of 6):

* Senior Managers
* Delivery/Project/Program Managers
* Asset Planners/Asset Managers and Project Sponsors
* Internal Audit/Auditor General
* Other government departments, as required

Special conditions

Does the role have any unique requirements?

* Flexible hours and some after hours as required, some intra and interstate travel (mandatory)

**Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.**

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