

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Senior Project Manager |
| Position Level | Grade 6 Step 1 – Step 4 |
| Salary Range(Full-time) | $ 118,011 to $ 129,808 (based on skills and experience) |
| Reports To | Education Lead |
| Location | Catholic Education Officer |
| Employment Type | Full-Time |
| Employment Status | Fixed-Term |
| Employment Term | 3 year contract |
| Hours Per Fortnight | 76 |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

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| Position Purpose | The Senior Project Manager will work with the Program Manager to deliver and embed portfolio, programme and project management processes, procedures, tools and techniques. Support includes definition and delivery of portfolios for projects; development, production and maintenance of business cases and project plans, time, resource, cost and exception plans. Tracking and reporting of programme/project progress and performance are also covered, as is the capability to facilitate all aspects of project portfolion governance meetings, workshops and documentation. |
| Position Duties | Portfolio, programme and project lifecycle management and governance :* Advises on the available standards, procedures, methods, tools and techniques. Evaluates project and/or programme performance and recommends changes where necessary. Contributes to reviews and audits of project and programme management to ensure conformance to standards.
* In line with personal and developing strengths deliver key functions of the Portfolio Office in line with P30 standards, including: stakeholder / risk / issue capacity / resource / financial / transition / benefits management, monitoring / change controls and reporting.

Continuous Quality Improvement:* Identify and implement improvements to program portfolio management operations, services and models. Support the development of enterprise program portfolio management capabilities to increase organisational agility and responsiveness to change.
* Program Portfolio Information Management and Governance:

Support overall program portfolio governance of how all types of information, structured and unstructured, whether produced internally or externally, are used to support decision-making, business processes, digital services and secretariat services.The above duties will include:* Commitment to ongoing professional learning and development in line with project and program requirements
* Support implementation of strategic direction, demonstrating expertise in the delivery of projects within complex and diverse operating structures
* Support the Teaching and Learning Team with ongoing capacity building of an understanding of project management
* Compile, oversee and deliver project tracking, budgeting, governance and resourcing in a fortnightly report and/or at defined intervals within projects
* Liaise with external providers to ensure needs of projects and system are priority and deliverables are met
* Oversee risk mitigation to reduce adverse effects on projects within the Program Portfolio
* Commitment to ensuring effective activity and resource planning occurs within the team, creating clear and concise plans for future planning
* Collaborate with and provide support to the Teaching and Learning Team in their roles to support curriculum, pedagogy and assessment improvement across the system
* Support Teaching and Learning Team with ensuring clear plans are developed, to organise and motivate the team to achieve the desired outcomes
* Attend Professional Learning, along with regular team meetings to ensure Teaching and Learning Team continue to build capacity to support system and school improvement journeys
* Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures
* Any other duties as assigned/directed by the Program Manager and Education Lead
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| Skills, Attributes and Experience | * Project Portfolio Management: Demonstrated ability to effectively manage multiple project priorities and deadlines. Ideally with experience in Program Management Office (PMO) including set up, planning, governance, tracking and reporting on multiple projects and direct project working in a large organisation.
* Analysis and Problem solving: Strong interpersonal skills, problem solving,attention to detail and time management skills.
* Relationship Management: Ability to effectively manage a large and varied stakeholder group, excellent facilitation skills, ability to guide strategic conversations
* Communications: Demonstrated advanced ability to write and engage content in a clear and concise manner
* Ability to work in an agile environment, meeting the eveolving needs of the system and schools
* Knowledge of education requirements in terms of accreditation, improving curriculum, pedagogy and assessment will be highly desirable attribute
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| Qualifications | * At least three year’s demonstrated experience working in a similar capacity in a Program Management Office (PMO) context using either Managing Successful Programs (MSP) or Portfolio, Programme and Project Offices (P3O or Scaled Agile Framework (SAFe) frameworks/methods.
* Project Management qualitfication and Change Management Certifications highly desirable.
* High level of proficiency with Microsoft Office
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Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://cg.catholic.edu.au/wp-content/uploads/2019/07/RE-Accreditation-Framework-2019.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au