**JOB DESCRIPTION**

PMO Project Portfolio Manager

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

This is a role within the Program Management Office (PMO) team of the Governance, Risk and Quality Directorate and is responsible for the project governance framework and the tracking and reporting of the current year project portfolio financially and with respect to business benefits.

Each year a budget is agreed by the Executive for non-property project delivery with additional funding allocated as project business cases are approved. The PMO ensures that the projects associated with the yearly budget follow the agreed governance framework and deliver to agreed seed funding or business case. The role is focused on the design and implementation of good governance measures, education of governance framework and reporting, project and portfolio reporting including the quantification of initiative benefits, measuring plan versus actual realisation. This role is designed to collaborate with key stakeholders and provide guidance to ensure the effective management of projects.

# ROLE KEY ACCOUNTABILITIES

* Provide consistent and visible leadership in WH&S behaviours and actions across the directorate and wider Uniting team and ensure there is a safe working environment and that staff are properly trained to be able to work in a safe manner.
* Works closely with the Head of PMO to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
* Contributes to the development and evaluation of changes and improvements to the to the services provide by the PMO and ensures that changes support the viability of Uniting.
* Confidently establishes and maintains a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the PMO Project Portfolio Manager, your role specifically will:

* Contribute towards the efficiency and effectiveness of the PMO by building quality relationships, providing sound advice, accurate reporting and the review of process and procedures
* Deploy and communicate the project governance framework and methodology across key stakeholders and project resources
* Review and refine the governance framework in consultation with the Head of PMO to reduce enterprise risk
* Provide monthly reporting at the project and portfolio level for adherence to governance, budget and business case approvals
* Track and monitor tangible benefit realisation as agreed in business cases.
* Assist with the development of business cases ensuring that benefits are aligned to cost costs. Ensure benefits projected (and captured) are not duplicated and clearly linked to agreed metrics.
* Track benefits of initiatives (together with initiative owners and using agreed financial / operational data).
* Confirm monthly project and portfolio forecasts and revise baseline.
* Investigate and resolve variances.
* Quality check project reporting where required to ensure governance adherence and accuracy of financial and benefits reporting
* Assist with ad-hoc reporting as requested
* Maintain the PMO SharePoint sites including review of templates and digital storage of reporting and project artefacts relating to project gate approvals and Executive approvals
* Creates the non-property capex monthly Board report
* Attend steering committee meetings as requested by Head of PMO

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  Governance Risk and Quality

**You’ll report to:** Head of PMO

# YOUR KEY CAPABILITIES

**People Leadership**

* **Delivers performance through others -** Clearly delegates and assigns responsibility, evaluating performance along the way.
* **Creates and builds the capability of our people -** Enriches Uniting's overall capability through selection, feedback & the development of excellent people
* **Builds diverse, highly engaged teams -** Builds effective teams with the morale and capability to cope with change effectively.

**Business Leadership**

* **Demonstrates Business Acumen & Delivers Results -** Understands Uniting's business, market and competitors and drives to deliver ever improving results.
* **Develops and Grows the Business -** Understands the changing market landscape and positions Uniting for growth.
* **Reaches Commercial Decisions -** Makes effective commercial decisions with the information , time and resources available

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Tertiary qualifications in either of the following fields of project management, business, commerce or accounting.

**Experience:**

* Comfortable with interpreting financial information (P&L, balance sheet, cash flow)
* Comfortable with a strong level of Excel analysis
* Ability to write project business cases
* Exceptional communication skills – both written and verbal
* Excellent people skills to influence motivate and manage toward a common vision or goal
* Flexible and adaptable; able to work in ambiguous situations
* Resilient and tenacious with a propensity to persevere
* Problem solving and root cause identification skills
* Acute business acumen and understanding of organisational issues and challenges
* Experience with large-scale organisational change efforts
* Executive reporting and financial reporting skill competencies
* Able to work well within a team environment

**Even better:**

* Advanced negotiation skills
* Workshop facilitation
* Advanced Excel reporting skills
* Advanced PowerPoint presentation skills
* Project Management certification

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| **Employee Name:** | Daniel Kumsuz | **Managers Name:****Title** | Andrew Murray Head of PMO |
| **Date:** | Sep 2020 | **Date:** | Sep 2020  |
| **Signature:** |  | **Signature:** |  |