



Position Description

Job Title: PMO Project Manager

Reporting to: PMO Program Manager

Relationships: HoBT, State Office Managers and Project Managers

Location: Level 1, Quad 3, 102 Bennelong Parkway, Sydney Olympic Park NSW 2127

Position Purpose

Reporting to the PMO Program Manager, this position has responsibility for the scoping, setup, ongoing project management, governance, and delivery of a broad range of business and technology related projects underpinning the core strategic initiatives within the Scouts NSW Strategy 2019-2022. The position is critical to ensure that stakeholders and project delivery teams are in alignment with the key objectives and desired outcomes of each project. The effective and efficient management and delivery of projects with the strategic plan provide a significant contribution towards the on-going success of Scouting across NSW.

Position Context

As a key member of the Project Management Office and Delivery Unit (PMODU) team, this position has regular contact with both professional staff and volunteers, and staff from across the Scouts NSW organisation in relation to the processes, protocols, and objectives of the PMO along with specific projects and providing practical support, information and advice across the organisation in this area.

This position is integral to the overall success of the PMO's objectives and accountabilities, and will be required to coordinate, facilitate, oversee, and at times actively lead and supervise, a number of project implementation teams from different areas of the organisation simultaneously.

Principal Responsibilities

High level interpersonal, oral and written communication skills; ability to liaise effectively with internal and external stakeholders
Managing the entire project life cycle of projects within PMODU, including the development of initial scope documents, package selection criteria, product evaluations, project setup, development and maintenance of project plans and ensuring all relevant project documentation is completed.
Successfully implementing business and technology related projects to defined service standards, budgets and timeframes
Identifying and managing risk throughout the project

Managing the financial aspects of the project
Ensuring adherence to the approved governance structure and reporting expectations
This role has leadership and oversight responsibilities and must therefore ensure staff and own adherence to Scouts NSW policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk management, staff development and staff performance planning and review.

Key Duties

Leading and supporting with pre-project activities, including advice and timeframe estimations
Upfront and on-going project planning throughout the entire lifecycle of a project
Creation and management of necessary internal and external relationships and collaborations to ensure project progression and delivery of project objectives
Managing product/vendor/supplier selection processes in line with the needs and requirements of the specific projects
Work in collaboration with managers across the organisation to ensure successful business and digital transformation
Work in collaboration with business and technical leads to ensure sound direction and solution architecture standards are followed
Project execution, including risks & issues management, project status reporting, stakeholder and engagement and management and project teams' management.
Ensure budget, scope, timelines and quality are managed in accordance with sponsorship direction, technical direction and with a level of agility suitable for each situation.
Any other duties as directed, commensurate with the scope and classification of the position
Attendance at meetings, conferences and other Scouts NSW Events outside of usual business hours as required.
Presentation of, or facilitation at workshops and or project deliverables as appropriate.

About You

To be successful at Scouts NSW you are willing to enthusiastically embrace the vision and mission as expressed in the Scouts NSW Strategic Plan, and must share the Scouts NSW values.

You will be a person who is ambitious for Scouts NSW success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

Selection Criteria

Training/Qualifications:

Essential

<ul style="list-style-type: none"> • Tertiary degree or similar qualifications in a Business, Commerce, Information Technology, or related discipline
<ul style="list-style-type: none"> • Project Methodology and Management Training (Prince 2 or PMBOK)

Experience:

Essential
<ul style="list-style-type: none"> • Proven record in successfully managing and delivering projects (3 years plus project management)
<ul style="list-style-type: none"> • Proven experience in project stakeholder and end user engagement and management
<ul style="list-style-type: none"> • Proven experience working on complex business, technology or IT related projects
<ul style="list-style-type: none"> • Proven experience in working with project management and collaboration tools and platforms

Skills/Techniques:

Essential
<ul style="list-style-type: none"> • Demonstrated ability to develop collaborative work teams
<ul style="list-style-type: none"> • Superior group facilitation skills and presentation techniques
<ul style="list-style-type: none"> • Advanced communications, written and verbal skills
<ul style="list-style-type: none"> • Supplier and tender contract development and negotiation
<ul style="list-style-type: none"> • Advanced skills with Microsoft applications; Excel, Word, Outlook, PowerPoint, MS Teams, SharePoint
<ul style="list-style-type: none"> • Working knowledge of specialist project management software and tools such as MS Project or Wrike

Selection Criteria

Training/Qualification/Experience

Desirable
<ul style="list-style-type: none"> • Agile project experience, training or certification
<ul style="list-style-type: none"> • Change Management experience, training, or certification
<ul style="list-style-type: none"> • Organisation wide technology platform or application rollout projects
<ul style="list-style-type: none"> • User requirement gathering and analysis, UX/CX



Special Requirements

Desirable
<ul style="list-style-type: none">• This role requires a current Working With Children Check and Police Check
<ul style="list-style-type: none">• Infrequent travel may be required travelling to other sites to meet with key stakeholders

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Acknowledgement

Employee Name _____

Employee Signature _____ Date _____

Manager Name _____

Manager Signature _____ Date _____

Performance review period: Annually



Approval

This Position Description is approved.

CEO Signature: _____ Date: _____