

Position Description

Position Title	Project Management Office Leader		
Level	Negotiated	Position Number	5250
Department Service Area	Governance		
Directorate	Corporate Services		
Position Accountable To	Manager Governance and Strategy		

Position Accountable For:

Position Title	Level	Number of staff
Coordinator Procurement	8	1

Liaises with

Internal: All Staff and Councillors

External (Includes but not limited to): Contractors, suppliers, government bodies, consultants, developers, elected members, community members and other stakeholders

Shire of Serpentine Jarrahdale Values:

We focus on the customer

We Do

- Our customers are at the core of everything we do
- We deliver consistently high service internally and externally
- We respect each other and our customers

We Don't

- Ignore or unnecessarily delay customer enquiries
- Treat people with disrespect
- Speak negatively about the Shire, Officers or Councillors

We do the right thing

We Do

- Act with integrity, honesty and respect
- Create a sustainable environment for our people and the community
- We do what we say and we say what we do

We Don't

- Engage in aggressive or passive aggressive behaviour or treat each other with contempt.
- Break the rules
- Waste

We act Safely

We Do

- We always put safety first
- We take active responsibility for the safety of ourselves and our colleagues
- We care about each other and the environment.

We Don't

- Take safety short cuts
- Shun our safety responsibilities
- Harm ourselves or the environment

We work as a team

We Do

- Work together and help each other
- Consider our impact on others
- Take time to celebrate milestones and success

We Don't

- Buy into gossip
- Share information inappropriately
- Expect to see blame, negativity or judging

Our Values

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Position Summary:

The PMO Leader works with relevant stakeholders to provide the support they need to deliver projects within the approved scope, timeframes and budgets. This role also tracks the health of various projects, makes procedural and strategic recommendations, and works with various stakeholders to strengthen project management, contract management and procurement.

As part of this role, you will be required to support implementation of a Project Management Framework providing governance, training and assurance of projects delivered through the continued application of the established Project Management Framework and build capacity in the areas of contract management and procurement.

Responsibilities of Position:

Listed below are the primary Key Result areas of the position. The list is not exhaustive, and the occupant of the position may be required to undertake other duties that could reasonably be expected of a person occupying a position at this level

Key Result Area	Position Responsibilities
Leadership	<ul style="list-style-type: none"> • Works with internal and external stakeholders to ensure the project operating model is fit for purpose and that the project management processes, methods, tools, guidelines and standards are adhered to. • Provides ongoing coaching and mentoring to project teams. • Drives continuous improvements to portfolio management related policies, processes and procedures.
Project Management	<ul style="list-style-type: none"> • Responsible for the Project Management Framework which covers stages in the life of a project including project scoping, delivery, project governance/compliance and reporting, Project Board Quality Control and Assurance, project service transition, project review milestone management and project closeout process. • Coordinate monitoring and reporting of major projects to executive and Council. • Regularly reviews and evaluates opportunities to improve the project management best practices to achieve higher maturity in project management. • Defines, manages, and directs the needed end-to-end PMO work effort, which includes leveraging best practices and techniques in identifying, quantifying, and tracking the realisation of expected benefits. • Provides advice on improvement initiatives, funding allocations and future project direction to support the Shire's strategic objectives. • Provide project reporting and status updates using scorecards, status reports and monthly review meetings and leading stakeholder meetings
Contract Management	<ul style="list-style-type: none"> • Provide professional support and technical advice to internal stakeholders on matters related to contract management including: <ol style="list-style-type: none"> a. Contract planning and negotiation b. Contract execution c. Contract performance management d. Variation management e. Contract extensions f. Contract close out • Ensure compliance with Contract Management policies and procedures. • Lead the design and implementation of Contract Management supporting systems.

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Key Result Area	Position Responsibilities
Procurement	<ul style="list-style-type: none"> • Provide professional support and technical advice to support procurement services. • Ensure compliance with Procurement policies and procedures and build organisational capacity in this regard.
Communications	<ul style="list-style-type: none"> • Prepare plans, reports, submissions and other written communication as required. • Establish and maintain effective working relationships and ongoing engagement with the community and other stakeholders as required. • Support training and skill development in a variety of forums. • Focus on understanding stakeholder issues and effectively managing feedback.
Customer Service	<ul style="list-style-type: none"> • Provide excellent customer service and ensuring that a professional manner is maintained with internal and external customers at all times. • Developing and maintaining close working relationships with internal and external contacts as appropriate. • Support a “can do” culture of quality customer service in the organisation. • Ensure project communications meet all internal and external project level agreements as defined by the project plan.
OSH Responsibility	<ul style="list-style-type: none"> • Apply current OSH principles and practices, including risk identification risk assessment and risk control. • Contribute to and participate in activities, which aim at the management of workplace health and safety. • Comply with the Occupational Safety and Health Acts and ensure completion of reports in relation to risks, accidents, incidents and injuries in the workplace.
Maintain Integrity of Shire's Values and Standards	<ul style="list-style-type: none"> • Demonstrates exceptional public service professionalism, integrity and probity. • Acts of a role model for leadership courage by consistently raising and solving critical and difficult issues and provides impartial and forthright advice to the betterment of the organisation. • Operates professionally and within the boundaries of organisational processes and legal and public policy constraints. • Demonstrates self-awareness and a commitment to development • Apply the Shire's values every day • Compliance with the Shire's Code of Conduct • Comply with all statutory obligations including the Local Government Act and Equal Opportunity Act • Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times - creating records which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.

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Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information so as to enable the selection panel to make an informed assessment of their suitability for this position.

Essential Criteria

1. Demonstrated ability and experience in project management including a proven ability to apply project management methodologies, tools and guidelines in the management of complex program scopes as well as considerable experience in project governance and leadership, including contract management and procurement.
2. Demonstrated experience in successful project management including contract management and procurement support, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes
3. Demonstrated ability to work within a team environment, and to work collaboratively with internal and external stakeholders, with ability to build strong relationships.
4. Demonstrated ability to meet and manage competing priorities and deadlines.
5. Highly developed written and oral communication skills, with well-developed reporting writing skills.
6. Advanced computer skills using the Microsoft Office suite.
7. Well-developed problem-solving skills and initiative.
8. Ability to work under pressure.

Desirable Criteria

1. Experience in the use of Technology One system.
2. Knowledge of and ability to implement Quality Systems.
3. Supervisory experience.

Reviewed by:	Frazer Sullivan
Position:	Director Corporate Services
Date:	May 2022