



Position Description

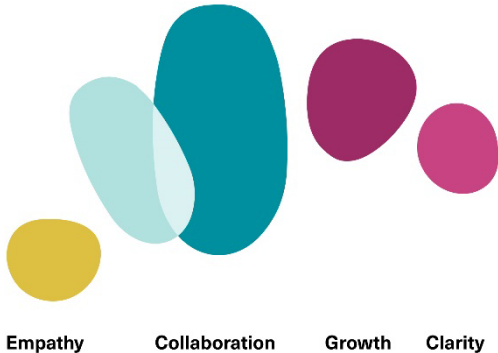
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|------------------|--|-----------------------|--|
| Position Title: | Manager Portfolio Management Office | Classification Level: | 7 |
| Position Number: | 00032007 | Reports to: | Assistant Director, EIM, Business Improvement & Governance |
| Directorate: | Service and Invest | Supervises: | 1 FTE |
| Branch/Section: | Inform and Improve | Location: | Perth Metropolitan Area |

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role summary

The Manager Portfolio Management Office (PMO) applies fundamental principles of portfolio management through creation and maintenance of strategies and frameworks, including for prioritisation, project estimation, change impact and project management governance. The role provides specialist advice on portfolio management principles, tools and standardised reporting of departmental projects, helping to ensure situational awareness, transparency and consistency.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Provide leadership to the Inform and Improve team by modelling Finance's values in all interactions to foster an innovative, customer focused, high performing and values-led organisational culture.
- Inspire excellence in the Inform and Improve team by aligning the team with departmental objectives, capability requirements and customer needs; fostering diversity, flexibility and opportunity; and promoting health and wellbeing.
- Promote a safe environment that enables members to flourish and deliver their best work for customers by ensuring staff understand what is expected of them and how it aligns with Finance's objectives.
- Ensure resources are used efficiently and effectively This includes understanding team and individual's strengths, recognising achievements and challenging individuals to grow and develop.

Customer Centric

- Work proactively with customers to enable the delivery of relevant and professional services.
- Work collaboratively to achieve common goals and best practice, and facilitate continuous business improvement.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Develop and foster customer communications, relationships and provision of ongoing feedback in relation to the whole of Department service provision.
- Promote a customer-centric culture and approach based on the Department's values.

Outcomes Focused

- Develops strategies governing the direction and conduct of portfolio management, including through application of appropriate methodologies.
- Recommends a consistent approach towards project management governance through development of standards, processes and templates.
- Creates and maintains frameworks and integrated planning processes for measuring and evaluating project prioritisation, size, complexity, cost, resourcing and value.
- Develops strategies for change management which support internal or external readiness for business and technology change.
- Collects, consolidates, reports and analyses project and program data to support effective decision-making and enables a single view of projects.
- Creates a model which supports visibility, aligned prioritisation and planning of shared resources to improve timely mobilisation of delivery teams.

- Ensures project and program management processes and systems are efficient and effective whilst aligned to business needs.
- Establishes a knowledge base that facilitates sharing of information to promote continuous improvement.
- Operates within the Department's Governance Framework, policies and procedures and ensure effective transparency and accountability across Department activity.
- Performs other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have high level conceptual, analytical and strategic problem-solving skills with the ability to develop and manage strategies.

You will have demonstrated experience within project and program administration environment for a large organisation.

You will have extensive experience in the development, implementation and deployment of project management policy, practices, systems, processes and procedures.

Achieve Results

You will have the ability to establish clear plans and timeframes; build teams with capability to deliver results; and monitor progress to identify risks which may impact on outcomes or individual client/ business requirements.

You will have demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work collaboratively, harness the contribution of others, build effective relationships and foster a positive team environment.

Exemplify Personal Integrity and Awareness

You will have a high-level of self-awareness, probity and resilience; and dedication towards upholding the departmental values in leading the delivery of quality outcomes.

Communicate and Influence Effectively

You will have demonstrated ability to influence effectively and lead the delivery of a customer-centric service.

You will seek to understand your audience; ensure a strong grasp of issues and clear facilitation of debate when undertaking negotiations. You will have demonstrated high-level written and verbal communications that are clear and appropriate.

Desirable

Possession of, or progression towards, a qualification in Project Management.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: A.Berendsen, Senior HR Consultant, April 2024

Classification Evaluation Date: February 2021