

POSITION & PERSON PROFILE

Title:	Manager, Project Management Office
Classification:	Executive Level 1
Salary Range:	\$85,765 - \$104,354 pa Plus access to Bonus (up to possible 15%) and Super (up to 15.4%)
Security Level:	Protected
Occupant:	Vacant
Salary Point:	EL 1.1
Reporting Relationships:	Directly to Governance Manager
Working Relationships:	Direct Reports: Two (2)

Internal:

- ◆ Executive
- ◆ Senior Managers
- ◆ Programme Project and Business Managers
- ◆ Finance, Procurement and Audit
- ◆ Internal forums and networks

External:

- ◆ Police Jurisdictions, Portfolio Managers and Liaison Staff
- ◆ Advisory Committees
- ◆ Programme and Project Governance Committees
- ◆ Department of Finance & Deregulation
- ◆ Other Commonwealth and State agencies
- ◆ Vendors and Business Partners

Primary Purpose:

- ◆ Support the Executive in delivering the Agency's Strategic Plan through the effective and efficient delivery of Programmes and Projects.
- ◆ Support the Agency's programmes and projects governance needs.

- ◆ Develop a continuous improvement programme, identifying project management better practice practices and implementing these within the Agency.
- ◆ Provide high-level policy advice, guidance related to programme and project governance and quality.

Important Functions:

- ◆ Oversee holistic programme and project activities
- ◆ Assist project managers and advise senior management of risks, issues and synergies relating to project activities
- ◆ Monitor, audit, and report on programme and project activity in the agency to help ensure projects remain compliant with the Agency’s project governance framework
- ◆ Provide programme and project assurance and coordination services to programme and project management activities
- ◆ Assist senior management in allocating project resources in line with Agency priorities and strategic goals
- ◆ Oversee education and training in project management techniques, methods and tools for CrimTrac staff
- ◆ Support and enhance a suite of tools to empower programme and project managers
- ◆ Provide supervision, advice, guidance and support to the Portfolio Management Office Team
- ◆ Act in accordance with EEO, workplace diversity and occupational health and safety principles, and participative management and staff development practices

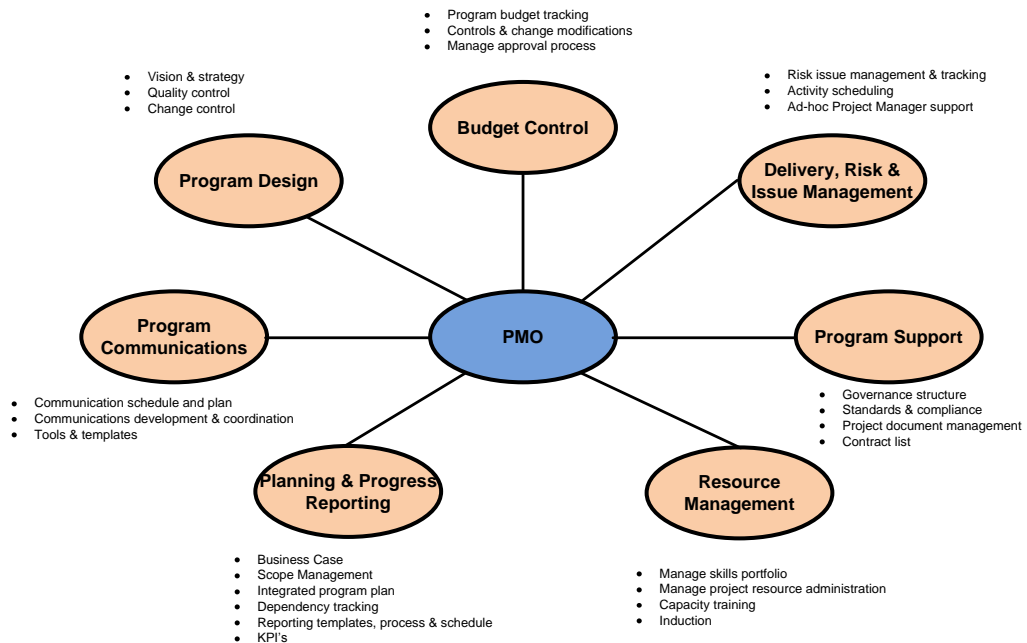


Figure One: Important Functions - Manager PMO

Major Challenges:

- ◆ Developing the maturity and capability for the provision of services by Project Management Office.
- ◆ Managing stakeholders and tasks with competing priorities;
- ◆ Remaining responsive to changing CrimTrac and client needs
- ◆ Assisting with the development of skilled project resources across the organisation

Key Competencies:

- ◆ Coaching and Mentoring;
- ◆ Relationship Management;
- ◆ Influencing, liaison and negotiation skills;
- ◆ Planning, organising and managing;
- ◆ Stakeholder management;
- ◆ Strategic thinking and analysis;
- ◆ Oral communication and representational skills;
- ◆ Excellent written communication;
- ◆ People and performance management skills; and
- ◆ Critical thinking and analysis.

Relevant Experience:

- ◆ Extensive knowledge and experience in project and programme governance, specifically in an IT environment;
- ◆ Extensive knowledge with project management and governance methodologies Managing Successful Programmes (MSP) and Prince2,
- ◆ Practical experience in aligning operational achievements with strategic plans and delivering successful outcomes;
- ◆ Practical experience managing small teams
- ◆ Practical experience managing organisational change
- ◆ Experience liaising with multiple stakeholders

Qualifications:

- ◆ Relevant formal qualifications and or extensive experience in IT project governance and management are essential
- ◆ Formal qualifications or certification in Managing Successful Programmes (MSP) and PRINCE2 are desirable

Personal Attributes:

- ◆ Flexible and adaptable with the ability to work across a broad cross-section of government and law enforcement jurisdictions;
- ◆ Strategic thinker;
- ◆ Relationship builder (both internally and externally) – ability and willingness to network and liaise with senior government, police jurisdictions, partners, providers and senior managers;
- ◆ Strong team player; and
- ◆ Excellent communicator.

Delegations

- ◆ This position holds no financial delegations under the Agency's Instrument of Delegation

Selection Criteria:

1. Demonstrated experience, with a pragmatic approach, in a PMO Management role within an ICT environment.
2. Proven track record of delivering successful projects on time and on budget as a result of strong processes that are repeatable, predictable and open to continuous improvement.
3. Experience with, PRINCE2® and MSP® methodologies and an informed appreciation of P3M3.
4. Demonstrated ability to develop a detailed understanding of the core business functions and the strategic goals of the Agency and how projects contribute to their success.
5. Outstanding interpersonal, mentoring and communication skills.
6. Highly developed research, analytical, problem solving, negotiation and decision making skills.
7. Qualifications or significant experience in ICT Project Management.

DATE:**APPROVED BY:**