

# MANAGER, PROJECT MANAGEMENT OFFICE

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager, Project Management Office
<b>Responsible To:</b>	Associate Director, Governance & Strategy
<b>Council Portfolio:</b>	Corporate Services
<b>Council Program:</b>	Governance & Strategy
<b>Classification Level:</b>	Salaried, Level 9

### Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

### Overview of Program

The Governance and Strategy program is responsible for enabling robust, transparent and effective governance and risk management processes, and working collaboratively to create, maintain and integrate well researched strategies, policies, and plans which guide decision making and support our city and our community to thrive.

### Key Relationships / Interactions

<b>Internal</b>	City of Adelaide (CoA) employees across all Portfolios and Programs Executive and Senior Leadership Team Lord Mayor and Council Members
<b>External</b>	Local Government Association (LGA) SA Metropolitan South Australian Councils Consultants and subject matter experts Community members and groups LGA Governance Network Governance Forums

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## Primary Purpose

As part of the Governance and Strategy Program, the Manager Project Management Office develops and continuously improves the Project Management Framework and engages with internal stakeholders to promote and embed the framework across the Corporation.

This role leads and supports the development and performance of the PMO team with a view to maximising the quality, effectiveness and timeliness of services.

## Responsibilities

The Manager, Project Management Office is responsible for;

- Enabling effective project governance through the establishment of key roles and reporting structures that support change control.
- Leading the project management capability across the Corporation and ensuring all projects are effectively scoped and managed.
- Working collaboratively with key internal stakeholders to develop a Project Management Framework for the Corporation which defines roles and responsibilities with regards to project delivery.
- Working collaboratively with the Information Management team and Finance to develop, implement and maintain the Project Management Framework and associated systems for the Corporation.
- Working with key internal stakeholders within City of Adelaide and promoting the Project Management Framework and the value it offers to the Corporation.
- Creating and developing effective mechanisms for project reporting, auditing and monitoring, including quality assurance checks and effective governance processes for projects.
- Sharing and presenting information and providing training and support to staff in the use of the Project Management Framework.
- Leading the continuous improvement of project delivery within the Corporation, including the development and implementation of benefits realisation framework.
- Overseeing increased effectiveness of project management and quality process, methodologies, procedures and toolsets within the Corporation, utilising industry and discipline best practice.
- Identifying opportunities to engage and work collaboratively across the organisation to deliver the strategic objectives as outlined in the City of Adelaide 2024-2028 Strategic Plan.
- Identifying and defining key business challenges and needs across the Corporation in planning and managing projects and providing solutions to meet these challenges.
- Leading, supporting and managing the development and performance of the team with a view to maximising the quality, effectiveness and timeliness of services within the team.

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## Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Project Management or related field or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
<b>People Management</b>	<p>Experience in providing effective leadership which continually enhances and builds the team's capability and performance.</p> <p>Demonstrated ability to mentor and support employees in their professional development.</p> <p>Thorough working knowledge of people management practices, policies and procedures.</p> <p>Demonstrated ability to effectively manage change.</p>	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Demonstrated ability to understand standard financial reporting, including budgeting, profit & loss, cost benefit analysis and forecasting / projections.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Comprehensive knowledge of Project Management, Strategic and operational projects, Capital Works and Infrastructure Management including associated Acts, Regulations and legislation.</p> <p>Demonstrated ability to deliver Project Management Frameworks in large organisations.</p> <p>A sound working knowledge of current human resource, WHS and financial management practices, change management practices, obligations and associated legislation and regulations.</p> <p>Sound experience in managing project management systems, understanding project related data and information and presenting/sharing this information and reports with a broad audience.</p>	<b>Essential</b>
<b>Project Management</b>	<p>Demonstrated ability to lead and manage the delivery of multiple and complex projects for a large organisation to achieve high quality outcomes on time, and which assist in cross-functional collaboration using project management methodologies and systems.</p> <p>Demonstrated ability to take ownership and accountability for deliverables.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes that advance the Programs objectives and result in process or service improvement or value add.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p> <p>Demonstrated ability in making decisions within team environment which progress the project's desired outcomes.</p>	<b>Essential</b>

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<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Commitment to placing the customer at the centre of everything we do, demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p> <p>Demonstrated passion for the work that you do and the participation in sharing your successes with the team.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>The ability to build and maintain cross program relationships will be critical to strategy and policy development.</p> <p>Ability to perceive the political implications or various decision paths before acting or proven ability to integrate across inter-related programs or groups to achieve outcomes.</p> <p>Demonstrated ability to act as a “Change Champion” and to effectively communicate with and influence others towards acceptance and understanding of change programs.</p>	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Shift Duration:</b> 8am til 4pm <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>Breaks:</b> 0:15 minute tea break, 0:30 meal break <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.