Position Description: PMO Delivery Lead

Division	Chief Executive
Portfolio	Performance, Business Intelligence and Improvement
Business Unit	Chief Executive
Level	8
Reports To	Manager Performance, Business Intelligence and Improvement
Prescribed Position	No

Position Objective

The PMO Delivery Lead strengthens how the organisation manages, governs and delivers its portfolio of programs, projects, and organisational initiatives. The role provides clear program oversight, strengthens project delivery discipline and PMO governance, and improves visibility of delivery performance, risks, dependencies and organisational capacity to streamline delivery and ensure delivery. The role also supports the development of a coordinated and prioritised initiative pipeline aligned to organisational priorities.

By providing clear portfolio insights to leadership and the Executive, the role supports informed decision making, improved sequencing of work and better alignment between organisational capacity and delivery demand, ensuring resources are focused on initiatives that deliver the greatest value for the community.

Key Responsibilities

Program Oversight and Delivery

- Maintain strategic oversight of the organisation's initiative portfolio to ensure alignment with organisational capacity and priorities to ensure the program is delivered on time, within budget and to quality standards.
- Maintain a consolidated portfolio view of status, milestones, risks, budgets and schedules, and monitor delivery performance to identify emerging risks, delays and capacity pressures.
- Provide insights into delivery flow, dependencies and organisational constraints to support timely intervention and improved outcomes.

Program Reporting and Executive Insight

- Provide clear and consistent program reporting to support leadership and Executive decision making.
- Translate delivery performance, risks and cross-program dependencies into executive-level insights.

- Strengthen milestone tracking, forecasting and reporting through consistent dashboards and reporting tools.

Strengthening Delivery Discipline

- Strengthen delivery discipline and accountability across the organisation's initiatives.
- Promote consistent use of delivery frameworks, governance practices and reporting standards.
- Support initiative sponsors and project managers to improve planning, milestone definition, forecasting and the accuracy of project information.

Initiative Pipeline and Program Development

- Support the development of a coordinated, prioritised and deliverable initiative pipeline aligned to organisational priorities.
- Work with teams to shape, evaluate and prioritise initiatives to improve readiness for planning and investment decisions.
- Provide insights into delivery capacity, sequencing, investment and resourcing constraints to support a realistic program of work.

Portfolio Coordination and Dependency Management

- Improve coordination and sequencing across the organisation's initiatives.
- Identify and manage cross-program dependencies and competing priorities.
- Monitor portfolio sequencing to ensure delivery demand remains aligned with organisational capacity

PMO Systems and Capability

- Strengthen the organisation's PMO capability, systems and delivery practices.
- Lead or support the implementation of improved project and program management systems, including a replacement platform.
- Improve PMO tools, data quality and automated workflows to support consistent delivery practices.
- Undertake benefits realisations and share learnings and implement change to ensure continuous improvement.

Leadership and Collaboration

- Work collaboratively across the organisation to support coordinated initiative delivery, including with initiative sponsors, project managers, leadership teams and key corporate functions.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of activities and projects.
- Take reasonable care for your own and others' health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Knowledge

- Strong understanding of portfolio, program and project management approaches, including planning, governance, reporting and risk management used to coordinate organisational initiatives.
- Knowledge of governance, reporting and PMO frameworks used to oversee and strengthen organisational delivery programs.
- Understanding of initiative development and planning processes including prioritisation and business case development.
- Awareness of common delivery dependencies in complex organisations such as procurement, consultation, regulatory requirements and resource constraints.
- Practical understanding of financial oversight in program delivery including budget tracking and forecasting.

Skills

- Strong ability to analyse initiative portfolios and translate delivery risks, sequencing issues and capacity constraints into clear insights for leadership decision-making.
- Strong stakeholder engagement, influencing and facilitation skills to support initiative planning, prioritisation and delivery discussions.
- Strong written communication and presentation skills, including executive reporting and briefings.
- Strong organisational awareness, judgement and problem-solving capability.

Experience

- Demonstrated experience coordinating complex portfolios of organisational initiatives, including improving delivery practices, governance, reporting and portfolio visibility across multiple initiatives.
- Experience working across multiple business areas and with executive and senior leadership teams to provide insights on delivery performance, risks and organisational priorities.

Qualifications & Requirements

• Relevant tertiary qualification in business, commerce, management, or a related discipline, or equivalent demonstrated experience.	Desirable
• Professional certifications in project management, program management or change management	Desirable
• Experience working within Australian local government or a similar public sector environment.	Desirable