



Project Management Office (PMO) Coordinator

Portfolio/Faculty	Corporate and Commercial Services
Department/Workgroup	Project Management Office (PMO)
Position No.	
Reports to	Executive Director – Corporate and Commercial Services
Classification	NEO
Direct reports	TBA
Date:	July 2024

Portfolio/Faculty Overview

The Corporate and Commercial Services portfolio oversees operations and services across the following functions: Facilities, Capital Works, Security, Leasing and Licencing, Information Technology and the Holmesglen at Eildon campus.

Department/Workgroup

The Project Management Office is a newly established function which has responsibility for the project governance, oversight and risk reporting of projects across a diverse range functions/departments (Capital Works, Facilities, IT, Education, Finance etc) to ensure they meet delivery outcomes and budget expectations.

About the Role

The role has been created due to the need to better govern, plan and risk manage projects across the Institute with the objective of creating a professional project management approach to planning, resourcing, reporting and documentation of projects. A key component of the role will be the education and engagement of a wide range of stakeholders who have resource and budget responsibility for the projects as well as reporting to senior management.

Key Accountabilities

- 1 Lead the Project Management Office (PMO) for Holmesglen Institute in collaboration with the Executive Director Corporate and Commercial Services, Chief Financial Officer and other executive members.
- 2 Ensure appropriate planning, resourcing and risk reporting is incorporated into Institute projects.
- 3 Lead the review and development of project documentation including templates, procedures and policies that supports the effectiveness and efficiency of the PMO.
- 4 Reporting of progress and performance against Key Performance Indicators including project schedules, key milestones, implementing remedial action as required.
- 5 Provision of specialist, expert advice to key stakeholders with regards to project management, planning and implementation.
- 6 Establish, build and maintain collaborative working relationships with internal and external stakeholders.

- 7 Lead and manage a small team.
- 8 Ensure compliance with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory and government authorities relevant to projects.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Demonstrated ability to provide high level advice to diverse personnel on how to establish and manage projects.
- 2 Demonstrated experience as a Project Manager working within a Project Management Office in a complex organisation and/or tertiary education Institution.
- 3 Strong leadership qualities with the capacity to report on projects to senior management from a risk management perspective.
- 4 Excellent communication, interpersonal and negotiation skills with the capability to connect and engage with people across multiple disciplines.
- 5 Proven ability to develop project business cases, project budgets and monitor the delivery and financial progress of projects against agreed performance criteria.
- 6 Demonstrated analytical and problem-solving skills, attention to detail and ability to interrogate and interpret data and provide meaningful reports.

Qualifications

Mandatory

- Relevant Degree or post graduate qualification and experience in project management.

Desirable

- Previous experience or familiarity with multiple project management methodologies.

Knowledge

- Comprehensive understanding of project planning, resource coordination, risks and issues management in a tertiary education environment.
- Demonstrated understanding of the application of project management methodologies, techniques and standards including project management software and time management tools.
- A thorough knowledge of business planning including developing and improving business strategies.

Skills and Experience

- Proven experience in a PMO including setting priorities which may have competing demands.
- Strong interpersonal and stakeholder relationship management skills with demonstrated ability to negotiate, liaise with and influence a diverse range of individuals, including those in senior positions.
- Excellent written and verbal communication skills and high-level presentation, business planning and project management skills.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.

- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, City, Moorabbin, North Melbourne, Glen Waverley, and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen.
holmesglen.edu.au.

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE