

PMO Officer

Work Unit	New Strategic Programs, Evidence & Innovation
Classification Level	Level 4
Employment type	0.6 FTE, ongoing
Work location	National
Reporting line	Manager, New Strategic Programs
Supervisory Responsibilities	Nil
Date document created or updated	November 2024

Position purpose

The role of the PMO Officer is to provide a leadership role in supporting the ADF and our staff in the establishment and development of new projects and programs, under the guidance of the Manager, New Strategic Programs. This includes supporting other project leads in the implementation of project management tools and processes. The focus is on initiatives that support and deliver optimised value to the ADF. The role also monitors adherence to project governance procedures at all stages of the project lifecycle.

This role will support the ADF to establish new projects and project leads to develop and manage new projects and programs aligned to the ADF’s Program Development workflow. This role will also assist in supporting other components of the program development process and may include coordinating evidence reviews, establishing Expert Advisory Groups and/or and stakeholder engagement with subject matter experts externally. This role will also collaborate with different business units in the planning, development and evaluation of initiatives, projects and programs aimed at preventing and minimising alcohol and other drug-related harm in communities. This includes working closely with the National Community Programs team to support the transition of new programs to BAU.

Organisational context

Celebrating 60 years of service to the community, the ADF is Australia’s leader in AOD harm prevention. Our mission is to inspire positive change and deliver evidence-based approaches to minimise alcohol and drug harm in our community. Our vision is that people live healthy, safe, and satisfying lives, unlimited by alcohol and drug harm.

The ADF’s work reaches millions of people in local communities through sporting clubs, workplaces, healthcare settings and schools, through education, harm prevention programs and advocacy. The ADF is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery
- Knowledge, Research and Evaluation
- Policy and Advocacy

The ADF’s four key values are: Courage, Collaboration, Adaptability, and Impact. Our values are underpinned by a commitment to good governance.

For further information, please go to our website: <http://www.adf.org.au/>

Key Relationships

Internal Relationships:

- Manager, New Strategic Programs
- Project Working Groups/Steering Committees
- Head of E&I
- Program Leads & Sponsors
- Finance

External Relationships:

- Project funders
- Community stakeholders
- Project stakeholders
- External consultants as required
- Local government
- Expert Advisory Groups
- Drug Action Teams
- Good Sports Club Representatives
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Responsibilities

Project Management

- Create and assist in the management of business plans, stakeholder register, project workplans, risks and issues registers related to new Project or Programs ensuring:
 - Resource requirements & key deliverables are agreed to (and visible through tracking).
 - Clear communication and tracking of program timing, deliverables and requirements; and
 - Recovery plans for all deliverables are developed, monitored and analysed.
- Support the establishment and management of key projects and programs as assigned on behalf of the New Strategic Programs team. Responsibilities includes stakeholder management, key decision making, leadership in achieving business plan deliverables and ensuring Project/Working Group accountable members assist in delivery of key activities and tasks within business plans in a timely manner.
- Provide leadership around project management particularly in developing, implementing relevant policies and procedures aligned to the Project Development workflow and improving project and program systems to remove administrative burden, increase efficiency of program and project delivery while ensuring quality is enhanced.
- Assist the Manager, New Strategic Programs with identifying and managing new areas of opportunity/improvement within assigned projects and programs.
- Support the implementation of ADF project management processes, protocols, auditing and monitoring systems, and data collection procedures, and monitor adherence to project management procedures across all stages of the project lifecycle.
- Provide support to ADF Project Leads by way of practical support or knowledge-sharing to ensure all projects at the ADF are run to a high standard. This will involve some project establishment activities, and then ongoing support throughout the project lifecycle.
- Coordinate key stakeholder management on all aspects of assigned projects and present the key requirements and deliverables in a logical manner.
- Manage Expert Advisory Group (if required) and stakeholder engagement.

Project Execution

- Manage collaborative cross-discipline projects, including:

- Representation of agreed position, report feedback and implement agreed plans
- Ensuring collaboration with functional experts when required
- Supporting and communicating decisions to the Manager, New Strategic Programs and relevant Managers to ensure actions are completed on schedule, managing dependencies and risks
- Presentation of options and recommended actions to core team members with pro/con assessment
- Management of both internal & external partners.
- Ensure communications and understanding of projects and programs are clear, robust, timely, and manage reviews/meetings around issue exploration and resolution.
- Identify functional issues impacting the ADF and manage solutions before deliverables are affected.
 - Develop and manage action plans to resolve roadblocks, mitigate risks or elevate concerns where required.
- Ensure closure of projects and programs have been carried out seamlessly and transitioned to the correct business unit.
 - Complete and archive all documentation, including sponsor sign-off.
 - Training and 'lessons learned' packages are understood and relevant to the business unit.
- Be responsible for knowledge and information management, including document control and the storage of documents (in alignment with ADF policy and procedures).
- If required, manage project budget(s) in line with the relevant projects and programs.

Capability Profile

Formal Education

- Relevant qualifications in project management, health promotion, community development or other relevant field with a minimum of 5 years relevant professional experience in a project or program management role.
- Post-graduate study would also be highly valued.

Key Selection Criteria

- Demonstrated experience in project management including and programs business and operating plans
- Demonstrated experience in health programs, health promotion/primary prevention, community development, project and program development.
- Strong communication skills, including highly developed written skills with demonstrated experience in preparing reports and evidence summaries for senior stakeholders.
- Demonstrated experience in stakeholder consultation and negotiation.
- Highly developed planning and organisational skills, with experience of influencing and negotiating with a range of internal and external stakeholders.
- Extensive experience of working in a collaborative and effective way with others to achieve common goals and experience in evaluating, testing and deploying collaborative processes and tools.
- Ability to establish credibility and build effective and productive relationships with a diverse range of stakeholders.
- Ability to work in a fast-paced environment

Desirable

- Ability to effectively lead and coordinate a small team to achieve project and program outcomes.
- Understanding of program evaluation methodologies.

Competencies (See table below)

Competency	Definition	Importance
Judgement & Decision Making	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	Essential
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Customer Focus	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of his/her way to ensure that individual customer needs are met.	Essential
Management Control & Direction	Establishes clear priorities. Schedules activities to ensure optimum use of time and resources. Monitors performance against objectives. Provides team with a clear sense of direction. Takes charge, organises resources and steers others towards successful task accomplishment.	Essential
Influence & Negotiation	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	Essential
Continuous Improvement & Innovation	Seeks opportunities to improve processes and productivity. Continually looking for ways to get better rather than being satisfied with the status quo. Comes up with new and imaginative ideas. Looks at things from different perspectives and recognises novel alternatives or solutions. Identifies fresh approaches and is willing to break away from tradition.	Essential
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Desirable