

EMPLOYMENT OPPORTUNITY

PROGRAM MANAGEMENT OFFICE (PMO) LEAD

(12 MONTH, FULL-TIME, FIXED TERM, CONTRACT)

The Archdiocese of Perth has initiated a transition program with wide parameters aimed at improving performance in all areas of the organisation, including information technology, service delivery, communications, property management, finance etc. A priority of the transition is to provide support to priests and to work with agencies in the delivery of services. The Archdiocese is therefore seeking to appoint a Program Management Office (PMO) Lead (12 month, full time, fixed term Contract) to assist with the transition.

Role Profile

The position will suit an experienced Program Management Office (PMO) Lead to support the Archdiocesan Transition. The role demands a self-starter that can act with minimum supervision to ensure program controls are in place for the members of the program team. Preparing and presenting a wide range of documentation will be essential to the success of delivery. Strong communications skills are essential.

Overview

The Program Management Office (PMO) Lead must have strong organisational, management and communication skills and be capable of understanding the wider objectives of the program. The successful applicant will be able to influence others, develop and maintain effective working relationships with stakeholders, with team colleagues and with service providers involved in the management and operation of the program.

The Program Management Office (PMO) Lead will be reporting directly to the Director, Archdiocesan Transition, who is an internationally experienced transition executive, qualified in program and project management. The transition has multiple projects each of which will be integrated and sequenced, as necessary. The position presents an opportunity to work as part of a small dynamic team and contribute to an innovative management project.

To receive the Job Description and submit your application email: julie.fuge@perthcatholic.org.au by 5.00 pm, Monday 7 June, 2021, for the attention of Gary Downes, Director, Archdiocesan Transition.