

POSITION DESCRIPTION

Head of Project Management Office

Date:	9 April 2024	Line Manager:	CFO
Title:	Head of Project Management Office	Direct Reports:	2
Team:	Corporate – Project Management Office	Status of Position:	Permanent Full Time
Location:	Sydney, NSW	Date Reviewed:	09 April 2024

1 Position Summary

Reporting to the Squadron Energy CFO, the Head of Project Management Office plays a critical role in ensuring the successful execution of projects, aligning them with organisational goals, and driving continuous improvement in project management processes and methodologies.

This position is accountable for developing, implementing, and managing the Portfolio and Project Management frameworks, policies, systems, and programs within Squadron, ensuring all projects delivered at SQE operate to, and are supported by, best practice project management processes and tools.

1.1 Key Responsibilities

- Provide strategic direction and leadership for the PMO, aligning project management activities with organisational objectives and priorities.
- Develop and communicate the PMO vision and strategy to stakeholders at all levels of the organisation.
- Collaborate with senior management to prioritise projects and allocate resources effectively.
- Develop, implement, and embed Squadron's portfolio management and control frameworks, procedures, templates and tools.
- Oversee management of the Project and Portfolio Management lifecycle including stage gate processes. Ensuring successful handover throughout project phases and alignment with organisation objectives.
- Monitor the progress of projects within the portfolio, identifying risks and opportunities, and implementing mitigation strategies as necessary.
- Conduct regular portfolio reviews and make recommendations for adjustments to ensure optimal resource allocation and portfolio health.
- Establish and maintain project management governance frameworks, standards, reporting and policies.
- Ensure compliance with relevant regulations, standards, and best practices in project management.
- Provide guidance and support to project managers in adhering to governance requirements and achieving project objectives.
- Identify resource gaps and implement strategies to address them, such as training, hiring, or outsourcing.
- Foster a culture of accountability and efficiency in resource management practices.

- Management of the PMO Power BI reports and dashboards.
- Mentoring and development of SQE personnel on project management practices.
- Interface with Engineering, Procurement and Construction (EPC) and Grid contractors in relation to project management aspects.
- Drive continuous improvement in project management processes, methodologies, and tools.
- Identify opportunities to streamline processes, increase efficiency, and enhance project delivery capabilities.
- Lead the implementation of new project management methodologies and tools, ensuring adoption and integration across the organisation.
- Manage and lead the work of a team; provide motivation, encouragement and opportunities for development; manage any underperformance issues if required in consultation with People and Culture.
- Establish effective communication channels and mechanisms to engage stakeholders at all levels of the organisation.
- Provide regular updates on project status, risks, and issues to stakeholders, including senior management and project sponsors.
- Facilitate collaboration and alignment among cross-functional teams involved in project delivery.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- A minimum of ten years of Project Management experience in a senior role.
- Demonstratable experience in managing Portfolio Management Frameworks.
- Knowledge of full Project Management Lifecycle.
- Experience building and leading a team of multidisciplinary professionals.
- Extensive experience developing and implementing company-wide business processes and procedures, including documentation and training.
- Experience developing and implementing Project Management and Controls processes.
- Understanding of Project cashflow, Earned Value Management, and EAC process.

2.2 Skills

- Excellent leadership and communication skills, with the ability to influence and engage stakeholders at all levels.
- Strong interpersonal skills, including liaison and negotiation skills.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Ability to perform complex data analytics across schedule, cost, and progress.
- Proficiency in project management software and tools.

2.3 Qualifications

- Bachelor's degree in engineering, Project Management or equivalent experience.
- Current driver's licence.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

Squadron Energy is an EEO employer and we value diversity within our company.