**Background**

As a Council we play a critical role in planning and delivering growth and development of our suburbs and towns within our City. With respect to our project management function, we seek to realise the full potential of delivery and leverage council assets and infrastructure by providing balanced environmental, social and economic outcomes for the benefit of all the Kalamunda Community.

We seek to adopt an integrated approach to project management and development, and where possible acting commercially to provide returns (fiscal or community benefit) to the residents of Kalamunda. This integrated approach, underpinned by Council and grant funding, enables us to deliver economic benefit, stimulate private investment and deliver complex and strategically significant projects to respond to Kalamunda’s changing needs.

The City of Kalamunda is seeking to develop a singular methodology of project management which will include enhanced risk management, quality management, human resource management, and change management processes and other quantitative and qualitative benefits through a continuous improvement process. This endeavour will seek to continuously improve project management and its delivery while realising the importance of integrating organisational processes to formulate a singular methodology for project management.

The City will seek to continuously improve its management and accountability to our residents by developing a strategic approach for implementation of projects and programs City wide. This will also include developing agreed processes and protocols for project management, and their level of maturity will vary to some degree. This business transformation project will be known as the Project Management Office (PMO), and through its development we will strive to secure sustainable, competitive advantages for the City.

A Project Management Office (PMO) is an entity that sets standards, provides governance, enforces accountability, and establishes discipline to manage (a collection of) projects in an objective and consistent manner. Its’ mandate typically includes serving as a partner to other business units and creating a communication and decision-making platform that results in organisation-wide efficiencies and synergies.

**About the City of Kalamunda**

The City of Kalamunda is a local authority with a population of 60,000 located approximately 35 minutes’ drive from the Perth CBD. The City provides the opportunity to work in a diverse environment from rural, natural bushland to highly developed residential, commercial, and industrial areas.

**Organisational Structure**

**About this Opportunity**

The Project Manager - PMO Lead is integral to the Council’s success, overseeing the Project Management Framework with a focus on efficiency and excellence. This role provides specialist advice and support, empowering teams across the Council to achieve their project goals. By setting high standards of work performance and positively influencing teams, the role ensures the Council’s vision is clearly communicated and upheld. Collaboration with key stakeholders across various sections and departments is essential to align Project Management Office requirements.

The role also involves establishing a comprehensive suite of tools and resources to assist project managers in scoping, managing, and reviewing projects throughout their lifecycle. Additionally, it is responsible for developing and maintaining all project management documentation and delivering regular portfolio reports to management, Elected Members, and the community. This position is crucial in fostering a culture of continuous improvement and collaboration within the Council.

**About You**

We are seeking an experienced professional with a background in program/project management, preferably in a Local Government setting. You have the capability to shape and manage projects, build productive relationships, demonstrate personal integrity and self-awareness, communicate and influence effectively to achieve results.

**Essential knowledge/skills criteria**

1. Significant experience (5 years minimum) in project and portfolio management
2. Experience in establishing PMO services for infrastructure projects is highly desirable
3. Demonstrated experience in writing reports and delivering presentations
4. Ability to provide expert recommendations and advice to senior decision makers on project portfolio matters
5. Working autonomously with limited direction, setting objectives and delivering results within timeframes
6. Experience solving complex problems through analysis and critical thinking, drawing insights from a range of data and information

**Desirable Knowledge/Skills Criteria**

* Understanding of political environments and how to adapt within such environments.
* Ability to be creative, innovative, and agile.
* Skills in building a culture that is positive and caring.
* Ability to mentor staff at all levels in an organisation.

**Hours of Work**

This is a permanent full-time position working Monday to Friday, 75 hours per fortnight with occasional requirement to work outside of normal business hours to meet the obligations of attending Council and other after-hours events.

**Location**

The role is located at the Administration Centre, 2 Railway Road, Kalamunda with free parking, and close to local amenities.

**About the Benefits**

This position offers a salary of in the range of $125,000-$135,000 per annum (depending on experience), plus superannuation.  Other benefits include:

* Membership to the Local Government Professional Association
* Membership to the institute or association relevant to the job role
* Flexible work arrangements including working from home and flexible hours
* Provision of a mobile phone or taxable mobile allowance
* Laptop or Ipad
* Annual salary reviews
* Five weeks annual leave
* Novated vehicle lease options
* Corporate Health Membership discounts
* Access to courses, seminars, internal GROW training programs and on-line training.

**How to Apply**

Further information about the position and how to apply can be found under our Career Opportunities section at [www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au).

***To be considered for the position your application will consist of a covering letter outlining what you could bring to the role, how you can be successful in this role along with a current resume.***

Your application and other supporting documents can be submitted through Seek - attaching a maximum of TWO separate documents in PDF version.

For any further queries about the role, please contact People Services on 08 9257 9856.

Applications close 5pm, Monday 21st October 2024.

*The City of Kalamunda reserves the right to commence recruitment and appointment prior to the closing date.*