SENIOR PMO ANALYST / LEAD

- Join a leader in youth mental health, revolutionising services to our young people
- Help create a more unified mental health system
- Support one of Orygen’s biggest transformations and change management projects
- Full-time fixed term contract available for 24 months
- Generous NFP Salary Packaging and flexible work/life balance arrangements

About Orygen

The why behind what we do is important. We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on this outcome. Orygen is leading and redefining what’s possible in global research, policy, education and clinical care. Find out more on our website.

The Opportunity

We are seeking a Senior PMO Analyst / Lead to join the Business Transformation team and be a part of one of the biggest transformations and change management projects to occur within Orygen.

If you have a passion for the field of youth mental health and want to make a real difference to the lives of young people and their families and carers and share Orygen’s values of respect, accountability, teamwork, excellence and innovation, then we would love you to join the Orygen team to revolutionise youth mental health.

The role and your impact

An exciting opportunity to support the realisation of many years of work to create a more unified mental health system of care for young people and their families. The transformation goal is to deliver Orygen’s target operating model to become an integrated youth mental health service and translational medical research under a single governance structure that addresses the needs of young people and families.

As the Senior PMO Analyst / Lead, you will be responsible for the efficient operations of the support and administration activities for the Transformation Management Office. You will provide effective administration of the Program activities and alignment to the Program Delivery F/W standards, Risk Management and standards compliance, to ensure the program operates efficiently, complies with best practice PMO methods / processes, and contributes to a repeatable set of processes and procedures across the entire Transformation program. You will also have oversight of ensuring the availability and mobilisation of resources for projects including work force planning and sourcing project resources.

About you

Essential to be successful in this role and to be considered, you will need to have advanced experience in operating and continuous improvement of a PMO (Portfolio, Program, and project) function. In addition, you will have:

- Strong experience operating PMO services in accordance to the Program Delivery F/W, procedures, methods, tools, templates and techniques.
- Skilled use of the Microsoft Project, Office suite, particularly Excel, PowerPoint, Outlook.
- Highly skilled in collaboration, project management tools and project site maintenance and administration - Smartsheet, Teams, JIRA, Confluence, SharePoint.
- Strong project reporting capabilities - ability to control and report on budgets, staffing, infrastructure and all operational tasks.
- Capacity to work independently in a fast-paced environment, work to appropriate timelines and demonstrate advanced problem-solving abilities.
- Highly developed organisational, administrative and time management skills.
To view the FULL selection criteria and learn more about this opportunity, please go to www.orygen.org.au/About/Work-with-Us to view the Position Description or contact the GM, Business Transformation Amro Ibraheim at amro.ibraheim@orygen.org.au for a confidential discussion.

**Salary and benefits**

Generous salary commensurate with skills and experience of successful candidate plus 10% superannuation and access to NFP salary packaging with potential to significantly increase take home pay.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, an employee assistance program, well regarded supervision and a supportive team, career growth and development opportunities, purposeful work that makes a real difference to lives of young people and their families and carers and career opportunities within an organisation that is the leader in youth mental health.

**How to apply**

Please refer to the position description and submit your cover letter addressing the key selection criteria and resume to careers@orygen.org.au, using the subject line ‘Senior PMO Analyst/Lead’ followed by your ‘full name’.

Closing date: Friday 24 September 2021, 11:55 PM AEST.

You are encouraged to submit your application as soon as possible. Orygen may close the advertisement before the closing date.

Orygen is dedicated to gender equality, diversity and inclusivity. We strive to continue to build a culturally safe workplace where our values underpin the way we work and our commitment to First Nations people of Australia, young people and their families, LGBTIQA+ people and CALD people. We strongly encourage applications from the First Nations people.

**Recruitment Agencies** - thank you for thinking of us, however we do endeavour to fill our opportunities through direct channels wherever possible. If we find that we do need agency assistance, we’ll be in touch.