1. POSITION SUMMARY

The Senior PMO Analyst is responsible for the efficient operations of the support and administration activities for the Transformation Management Office.

This role will provide support to the program in the following areas:

- Risk Management
- Issue Management
- Dependency Management
- Deliverables Management
- Scope & WBS Management
- PMO Process and Tools Support

The Senior PMO Analyst 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.

The scope of the role also includes oversight of ensuring the availability and mobilisation of resources for projects including work force planning and sourcing project resources.

2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health that will at last see youth mental health progress in the direction that we have pioneered together over the past 30 years.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:
Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.

The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.

Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.

Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with ‘in-person’ clinical services.

A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.

Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

Orygen established the Transformation Project team to further strengthen the integration of the above systems, focusing on supporting Orygen's transformation program delivery.

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.

3. ABOUT ORYGEN

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<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
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<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES AND OUTCOMES

This role is responsible and accountable for:

4.1 Methodologies & Tools:

- Provisioning and operating PMO services in accordance to the Program Delivery F/W, procedures, methods, tools, templates and techniques.
- Maintaining and communicating project standards and tool sets covering governance, reporting, project methodology etc; including a consistent approach and usage across Orygen; this is performed in conjunction with the project community.
- Providing admin support for facilities, resources and project tools.
- Supporting PMO functions including governance and reporting, risks, issues, decisions and dependencies processes and registers (including monitoring, reporting and escalating as required).
- Liaising with internal staff, vendors and others to arrange necessary support for the program.
- Providing general program support and administration to the Stream Leads and Project Managers.
- Coaching and training key project personnel on project standards, tools and methodologies.
- Providing technical support on knowledge management, methods and tools to program and project managers as required.
4.2 **Program Resources:**
- Overseeing project professional resource planning and recruitment to ensure that Orygen has appropriate resources to meet the current project portfolio and future requirements.
- Tracking and reporting resource requirements, resource allocation and utilisation of the project pool and managing shortfalls and overflows for the project pool.

4.3 **Project Quality:**
- Building and maintaining business relationships with business units and senior stakeholders.
- Providing support for the establishment of project boards and committees; performed in conjunction with the Program Director/Manager.
- Managing and participating in project quality reviews (peer and independent).
- Involvement in project recovery/ project troubleshooting exercises as required.
- Ensuring adherence to Orygen’s project environment.

5. **SELECTION CRITERIA**
The following criteria must be met for consideration for this position:

5.1 **Essential**
- Advanced experience in operating and continuous improvement of a PMO (Portfolio, Program, and project) function.
- 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.
- Highly developed oral and written communication.

5.2 **Desirable**
- Recognised qualification in Project Management.
- 3PO certification, PMI and/or Prince.
- Experience working in and/or the management of youth mental health services.
- Understanding of youth mental health systems and the not-for-profit sector, and an ability to apply this knowledge to Orygen.

6. **SPECIAL REQUIREMENTS**
- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

7. **ACKNOWLEDGEMENT**
Confirming this position description has been read and understood by:

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