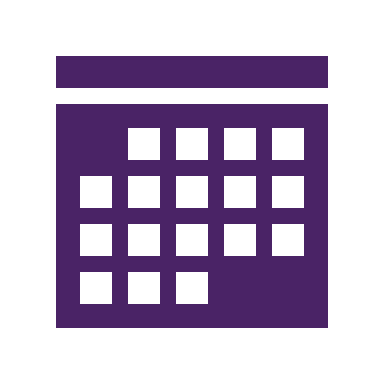
## Manager (AO8),Portfolio Management Office (PMO)

## Department of Housing, Local Government, Planning and Public Works



Role type

Permanent, Flexible Full-time

Annual salary

$141,364 $149,387

(*Based on a full-time, annual arrangement which does not include employer superannuation contributions of up to 12.75% and annual leave loading)*

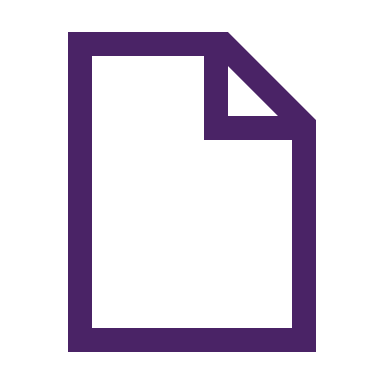
Division

Corporate Services



Location

Brisbane CBD



Job ad reference

QLD/575295/24

Closing date

Thursday 18th July 2024

Working relationships

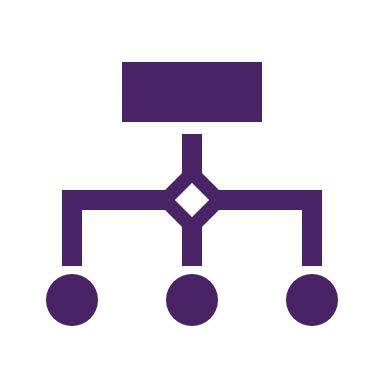
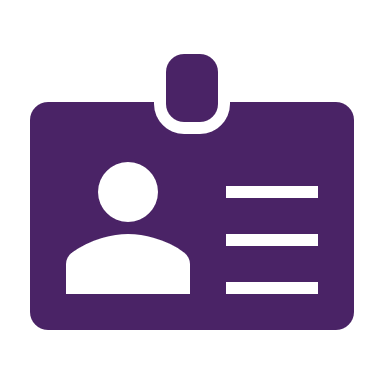
Reports to: Director, PMO

Direct reports: Up to 2 Team size:2

Contact

Name: Chloe Thompson

E:[Chloe.Thompson@housing.qld](mailto:Chloe.Thompson@housing.qld%20) .gov.au



# About the Department

As a valued employee in the Department of Housing. Local Government, Planning and Public Works, you will play a vital role in delivering a range of services that make a real difference to the lives of Queenslanders.

Your role will support the department to provide housing assistance, homelessness support services, local government support and advice, state and regional planning, public works building and design and industry regulatory reform.

You will work in an organisation that is focussed on reframing the department’s relationship with Aboriginal and Torres Strait Islander peoples, communities, and organisations through the Path to Treaty, Closing the Gap and building our cultural capability.

Find out more about us, and what we do on our website [www.housing.qld.gov.au](http://www.housing.qld.gov.au).

# What we offer

As an employee, you will have access to a range of generous leave entitlements, flexible work options and health and wellbeing programs to help manage your work and life.

With generous salary packaging and access to a range of learning and development opportunities you will be able to grow and develop your career.

We are committed to a culture that promotes human rights where people feel safe, respected, valued and engaged.

We are proud to be a White Ribbon Accredited Workplace that promotes respectful relationships and gender equality and demonstrates a zero tolerance for aggression and violence.

The Department of Housing, Local Government, Planning and Public Works is passionate about providing equality of employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from people with diverse backgrounds.

# The role

We are looking to find the person best suited for the role and will be considering your knowledge, skills, experience, potential for development and future contribution to the department as well as your personal qualities and how they contribute to building a diverse workforce that reflects the Queensland community.

The Manager, Portfolio Management Office (PMO) will work with a team responsible for strategic oversight and portfolio management of the [*Homes for Queenslanders*](https://www.housing.qld.gov.au/homesforqueenslanders)implementation. The initiatives in *Homes for Queenslanders* cover every aspect of the housing system: housing affordability, rental market, home ownership, social housing, homelessness, and legislation and reform.

You will work collaboratively with the broader PMO team, and program and project stakeholders across agencies responsible for actions under the *Homes for Queenslanders* plan, leading specific streams of work to ensure the department is effectively and efficiently monitoring and responding to key issues and priorities.

# What you will be doing

* Work with the PMO team to deliver a portfolio management system and activities, to support the implementation of *Homes for Queenslanders*, including program and project accountability to deliver positive housing outcomes for Queenslanders in the short, medium and long term.
* Initiate and coordinate integrated cross-agency coordination of monitoring and reporting for *Homes for Queenslanders* implementation, considering a range of factors including value, time, opportunity and risk, government policy and environmental and community impacts.

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| How to apply You can apply for this role by providing your current resume via the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au). You may also include a short (no more than two pages) cover letter should you wish to further address the ‘what we are looking for’ section.  If you experience any difficulties submitting your application:   * Prior to closing – contact 13 QGOV (13 74 68) * After closing – contact the person on this role description.  Pre-employment checks Pre-employment checks will occur prior to any offer of employment being made. Checks may include:   * referee check * criminal history check * serious discipline history declaration * proof of eligibility for appointment to the Queensland public sector * Working with children (Blue card) * proof that mandatory requirements have been met.  Further information  * Further information about the Department of Housing and the recruitment and selection process can be found in the accompanying Applicant Guide. * Applications will remain current for a period of up to 12 months after the closing date of the vacancy and may be considered for other identical or similar vacancies which may be available. |

* Contribute to implementing and maintaining suitable reporting frameworks including establishing mechanisms for reporting on key milestones, risks, benefits, outcomes and performance.
* Manage stakeholder relationships relating to *Homes for Queenslanders* implementation with the department and other delivery agencies.
* Support the provision of timely and expert advice to the department’s executive as well as whole-of-government governance bodies regarding the performance of *Homes for Queenslanders* implementation*.*
* Prepare high-quality reports which transparently and accurately outline the government’s performance and demonstrate the progress on change. Whilst ensuring operational efficiencies for data and performance reporting.
* Provide leadership and guidance, fostering ongoing professional development of staff and building the capabilities and leadership skills needed to deliver on its responsibilities and achieve outcomes now and into the future.

# What we are looking for

* Expertise in managing, planning, monitoring, evaluating and reporting of performance in project, program or portfolio management settings.
* Demonstrated accountability for delivering results in complex environments.
* Proven experience in facilitating and strengthening partnerships across the department and externally in the delivery of complex work programs.
* Strong communication skills, including the ability to manage complex communications.
* Promote a team culture which is future focused and encourages staff to act on opportunities for integration across boundaries, generate innovative ideas, develop solutions and improvements to deliver quality outcomes, including through periods of high-volume workloads and change.
* Experience in providing high quality advice using strong analytical, critical judgment and research skills, with the ability to adopt emerging digital technologies to synthesise information.

#### Mandatory requirements

Nil.

#### Leadership competencies

It is recognised that everyone is a leader regardless of classification level. Refer to the Team Leader stream of the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland) framework to understand the expectations for this role.