

# Role Description

## Project Management Advisor



Cluster	Department of Premier and Cabinet
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 3, Level 1
Kind of Employment	Enterprise Agreement – Temporary
ANZSCO Code	511112
PCAT Code	1127292
Role Number	W02957R02725
Date of Approval	December 2018
Agency Website	<a href="http://www.sydneyoperahouse.com">http://www.sydneyoperahouse.com</a>

### AGENCY OVERVIEW

Sydney Opera House is an Executive Agency of the NSW Department of **Premier and Cabinet**. Sydney Opera House is operated and maintained for the Government of New South Wales by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

Our Mission - Sydney Opera House embodies beauty, inspiration and the liberating power of art and ideas. It is a masterpiece that belongs to all Australians. We will treasure and renew the Opera House for future generations of artists, audiences and visitors. Everything we do will engage and inspire people through its excellence, ambition and breadth. We will strengthen our central role in Australia's life and identity.

### PURPOSE OF THE ROLE

The role provides guidance, support and advice in the use of the Sydney Opera House Project Management Framework (PM Framework). The role is responsible for maintaining the PM Framework including the relevant training, tools and processes to support its effective operation. The role assists the Head of Enterprise Risk & Program Management in the application of the PM Framework, providing guidance and advice to project managers with the development of project documentation, schedules and reporting; and coordinates whole of business project reporting.

### KEY ACCOUNTABILITIES

- Develop and maintain templates, training resources and related materials for the use of the Project Management framework and ensure these are appropriately communicated on key platforms (including Intouch).
- Lead the delivery and coordinate the development of training content to build organisational capability in use of the project management framework.
- Proactively identify opportunities to assist project managers in the development and drafting of project plans, schedules, reports and updates, using agreed templates and frameworks.
- Review project status reports and prepare consolidated reports and dashboards to support Executive Team review and oversight.
- Support integration of risk management and change management in project planning and delivery by assisting project teams in applying SOH risk and change management approaches and expertise.
- Provide advice that supports project teams to implement project plans to ensure agreed outcomes are achieved, and guide projects to formal closure.
- Maintain the organisational project management Lessons Learned register to drive continuous improvement.
- Development and implementation of updating policies and procedures to support the successful delivery and application of the project management framework.
- Support project governance for key organisational projects, including by scheduling project meetings, ensuring that information and documents are circulated, that minutes are kept and that action items are followed up prior to meetings.

### KEY CHALLENGES

- The role supports a number of projects concurrently, and provides guidance and support to multiple projects in line with agreed standards, timeframes and milestones. The role operates within tight timeframes and is required to maintain accuracy and attention to detail.

## KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Head of Enterprise Risk & Program Management	To receive direction and guidance in the application of the ERP MO approach.
Risk Officer	To collaborate on project risk assessment and risk management.
Executive Team	To provide cross-organisational project information and papers that support the Executive Team in business oversight and strategic decision making with regard to projects.
Project Managers, across the business	To provide support and guidance in the application of the project management framework. Including feedback on project plans, project roles and responsibilities, and monitoring progress toward milestones, and deliverables, including time, cost and quality indicators in line with approved project plans.
<b>External</b>	
External Vendors	To assist in the setting up of project meetings, reports and correspondence when required.

## ROLE DIMENSIONS

### Decision Making

The role has autonomy to manage day to day activities and priorities within the parameters agreed with the Head of Enterprise Risk & Program Management. The role liaises with the Head of Enterprise Risk & Program Management to resolve complex issues or for the re-allocation of priorities.

### Reporting Line

Head of Enterprise Risk & Program Management

### Direct Reports

Nil

## ESSENTIAL REQUIREMENTS





- A sound understanding of best practice project management principles and experience in applying these.
- Demonstrated experience in process improvement.
- Effective interpersonal, networking and, verbal and written communication skills.
- Experience in planning and delivering workshops and/or training.
- Effective time management skills with an energetic, well organised approach and the ability to work under deadline pressure in a high volume work environment.
- Proficient in the use of Microsoft Office including Outlook, Word and Excel. Desired experience in working with project management software such as Smartsheet and Monday.com.
- Ability to work independently and as a collaborative team member.
- Tertiary qualifications in a relevant discipline is desirable.
- Demonstrated experience in providing project coordination services.

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

### Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>Support a culture of quality customer service in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> </ul>

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Co-operate across work areas to improve outcomes for customers</li> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Plan & Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/unit objectives and align operational activities accordingly</li> <li>• Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variances from project plans</li> </ul>