Portfolio Specialist – Planning and Scheduling

BRANCH/UNIT	Systems Group Solutions Delivery		
TEAM	Systems Group Delivery		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TM2		
POSITION NO.	TBA		
ANZSCO CODE	135112	PCAT CODE	1226873
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Portfolio Specialist - Planning and Scheduling is responsible for providing expert management direction, advice and support that ensures successful and timely achievement of initiatives in the portfolio. The position will lead the planning and scheduling of initiatives in the Systems Group Portfolio to ensure the effective use of resources across the portfolio to meet the outcomes and outputs of the portfolio to realise the planned business value and benefits to effect the changes as set by the strategic intent and direction of the portfolio.

1. ## 3. KEY ACCOUNTABILITIES

1. Develop, implement and maintain a portfolio roadmap that provides the high-level strategic direction and program/project/product components in a chronological fashion to enable continual work flow for the overall Systems Group Delivery Portfolio ensuring that all components of the project are completed within the expected delivery timeframes.
2. Provide strategic consideration of the portfolio roadmap to identify and manage the dependencies and other organisational constraints.
3. Facilitate the annual and quarterly Integrated Planning workshops with Program/Project Managers and other Systems Group managers to develop and maintain the portfolio roadmap and dependency register.
4. Assure the identification and recording of the progress of work to baseline milestones in order to identify and mitigate corrective actions.
5. Coordinate inter-project dependencies identification and management including dependencies to shared services teams such as integration, analytics, environments and procurement in order to ensure effective service delivery.
6. Develop and implement standard portfolio and program reports related to roadmaps, schedules, dependencies and milestones and assist in the preparation for the Portfolio Steering Committee (PPSC) reporting in order to track and validate delivery outcomes and outputs.
7. Consult and provide strategic advice to project team members to ensure proper planning is completed prior to the commencement of work.
8. Identify potential gaps or obstacles that may compromise the success of projects in order to trouble shoot and devise appropriate strategies to overcome barriers.
9. Prepare and issue proposal and preliminary schedule information in order to ensure governance over project-related scheduling and resource decisions.
10. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop and review meaningful performance development and review plans.

4. KEY CHALLENGES

- Working with key stakeholders, who potentially have competing priorities to ensure they remain motivated and engaged in driving the project phases.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests, delivering consistent and valued advice.
- Maintaining the overall management and oversight of the Systems Group Solutions Delivery Portfolio, balance the need to closely monitor subordinate projects without being drawn into the fine detail.
- Applying effective and efficient delegation of coordination, control, management and reporting to the program/project level.
- Maintaining focus across a broad range of programs and projects, often managing conflicting requirements.

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2. ## 5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager Delivery – Portfolio Definition and Demand	• Escalate issues, advice and receive instructions.
Program/Project Managers	• Maintain knowledge of key program/project timeframes, deliverables and objectives. • Provide advice on program/product roadmaps and schedules as well as resource utilisation. • Ensure baseline schedules are created and controlled/updated and monitored to ensure effective project delivery. • Build capability in planning and scheduling practices and compliance, including coaching and on the job training. • Ensuring compliance and alignment with Enterprise PMO requirements and standards.
Lean Agile Specialist	• Analyse the requirements and changes in transitioning to lean-agile ways-of-work to ensure planning and scheduling practises are evolving.
Practice Manager - Digital Change Management	• Provide a forward-looking view of the digital change impacts, value delivery and benefits and inputs into communication and change management approaches and strategies to communicate and deliver these changes.
Other shared services teams (Integration, DevSecOps, environments, etc.)	• Identification, management and tracking of dependencies.
Portfolio Controls Specialists	• Provide a forward-looking view of the demand for human and financial resources to be able to balance demand and supply.
Work Team	• Support team, work collaboratively to contribute to achieving organisation's business goals, participate in meetings to obtain the work group perspective and share information.

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6. POSITION DIMENSIONS

Reporting Line: Manager Delivery

3. **Direct Reports:** Nil

Indirect Reports: Nil
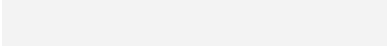
4. **Financial delegation**: TBA

Budget/Expenditure: TBA

5. **Decision Making:**

- Makes decision on complex and sensitive issues that have a high level of impact on the immediate work area and the potential to impact more broadly on agency operations and externally.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Degree in relevant discipline or significant experience relevant to financial management in a large organisation.
2. Track record of successfully providing master scheduling PMO services for a range of Systems Group and transformation programs.
3. Well-developed analytical and reporting skills.
4. Sound knowledge of project management disciplines and methodology.
5. Ability to address and meet focus capabilities as stated in the Position Description.

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6. 8. CAPABILITIES

7. NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the NSW Public Sector Capability Framework. The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational **>** Intermediate **>** Adept **>** Advanced **>** Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
Personal Attributes	**Display Resilience & Courage**	**Adept**
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Intermediate
Results	Deliver Results	Intermediate
	Plan And Prioritise	**Adept**
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Advanced**
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**

Occupation specific capability set (Skills Framework for the Information Age – SFIA)		
Category and Sub-Category	**Level and Code**	**Level Descriptions**
Portfolio, programme and project support	Level 4 PROF	**Portfolio, programme and project support (PROF)** • Takes responsibility for the provision of support services to projects. • Uses and recommends project control solutions for planning, scheduling and tracking projects. • Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques. • Supports programme or project control boards, project assurance teams and quality review meetings. • Provides basic guidance on individual project proposals. • May be involved in aspects of supporting a programme by providing a cross programme view on risk, change, quality, and finance or configuration management.

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Portfolio Management	Level 6 POMG	**Portfolio Management (POMG) –**
		• Engages and influences senior managers to ensure the portfolio will deliver the agreed business objectives.
		• Leads the definition of a portfolio of programmes, projects, and/or on-going service provision. Plans, schedules, monitors and reports on portfolio-related activities. Ensures that each part of the portfolio contributes to the overall achievement of the portfolio.
		• Identifies portfolio-related issues.
		• Notifies projects/programmes/change initiatives of issues and recommends and monitors corrective action.

8. FOCUS CAPABILITIES

The focus capabilities for the Portfolio Specialist - Planning and Scheduling 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations.
Relationships Communicate Effectively	Advanced	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats.
Relationships Work Collaboratively	Advanced	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions - Network extensively across government and organisations to increase collaboration - Encourage others to use appropriate collaboration approaches and tools, including digital technologies
Results Plan and Prioritise	Adept	- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work - Initiate, prioritise, consult on and develop team and unit goals, strategies and plans - Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses - Ensure current work plans and activities support and are consistent with organisational change initiatives - Evaluate outcomes and adjust future plans accordingly
Results Think and Solve Problems	Advanced	- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues - Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others - Take account of the wider business context when considering options to resolve issues - Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements - Implement systems and processes that are underpinned by high-quality research and analysis - Look for opportunities to design innovative solutions to meet user needs and service demands - Evaluate the performance and effectiveness of services, policies and programs against clear criteria
Business Enablers Technology	Advanced	- Champion the use of innovative technologies in the workplace - Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies - Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes - Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes - Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies
Business Enablers Project Management	Advanced	Prepare and review project scope and business cases for projects with multiple interdependencies

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		- Access key subject-matter experts' knowledge to inform project plans and directions - Design and implement effective stakeholder engagement and communications strategies for all project stages - Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning - Develop effective strategies to remedy variances from project plans and minimise impact - Manage transitions between project stages and ensure that changes are consistent with organisational goals - Participate in governance processes such as project steering groups

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