

## PORTFOLIO MASTER SCHEDULER

BRANCH/UNIT	Enterprise Portfolio Management Office		
TEAM	Enterprise Portfolio Management Office		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	TWL8		
POSITION NO.	TBA		
ANZSCO CODE	511112	PCAT CODE	TBA
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 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 Master Scheduler is responsible for the development and maintenance of an integrated enterprise portfolio management roadmap and schedule to ensure optimal work flow and continuity across all programs.

### 3. KEY ACCOUNTABILITIES

1. Maintain and continuously improve scheduling and dependency framework, templates and processes to facilitate portfolio programs and projects
2. Implement defined scheduling standards, tools and systems, including version controls, and ensure adherence to required templates and guidelines.
3. Creating a clear aggregated portfolio schedule detailing all key milestones within the Modernisation portfolio programs
4. Responsible for promptly reporting schedule slippages or other variances across the portfolio in order to track and validate project delivery activities
5. Conduct regular health checks on project schedules within the enterprise portfolio, ensuring effective recording and updating of progress against the baseline and proactive identification and addressing of issues.
6. Regularly review and monitor portfolio project schedules to identify and report on interdependencies including opportunities and options to address scheduling problems.
7. Assess future scheduling constraints/ conflicts and work collaboratively with project owners on options to address or resolve.
8. Consult with the appropriate project team members to ensure proper planning is completed prior to the commencement of work.
9. Identify potential gaps or obstacles that may compromise the success of projects in order to trouble shoot and support project owners to devise appropriate strategies to overcome barriers.
10. Prepare and issue proposal and preliminary schedule information in order to initialise governance over project-related scheduling and resource decisions.
11. 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.
12. Place the customer at the Centre of all decision making.
13. Work with the Line Manager to develop and review meaningful performance management and development plans.

### 4. KEY CHALLENGES

- Overseeing and supporting projects across the portfolio to develop and maintain realistic schedules, responsive to change, that effectively inform future planning decisions.
- Advising on and building in adequate assumptions and contingencies such as availability of resources across project streams with significant interdependencies and linkages.
- Identifying and resolving portfolio scheduling impacts due to changes affecting projects such as changes in scope, technology disruptions or underestimations of work involved.

## 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Manager Enterprise Portfolio Management Office	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates.</li> <li>• Escalate issues, keep informed.</li> </ul>
Project Managers, Program Managers, Other key stakeholders	<ul style="list-style-type: none"> <li>• Maintain knowledge of key program/project timeframes, deliverables and objectives.</li> <li>• Provide advice on schedules and resource utilisation.</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Support team, work collaboratively to contribute to achieving organisation's business goals, participate in meetings to obtain the work group perspective and share information.</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Manager Enterprise Portfolio Management Office

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial delegation:** TBA

**Budget/Expenditure:** TBA

**Decision Making:**

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Degree in relevant discipline or equivalent skills, knowledge and experience relevant to the role.
2. Extensive experience in managing multiple schedules at a portfolio level in MS Project and utilising MS Server
3. Track record of successfully providing master scheduling PMO services for a range of transformation programs.
4. Well-developed analytical and reporting skills.
5. Sound knowledge of project management disciplines and methodology.
6. Ability to address and meet focus capabilities as stated in the Position Description.





## 8. CAPABILITIES

### 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
	<b>Display Resilience &amp; Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
	<b>Deliver Results</b>	<b>Adept</b>
	Plan And Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

### FOCUS CAPABILITIES

The focus capabilities for the Portfolio Master Scheduler 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
<b>Personal Attributes</b>		
Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change.</li> <li>Offer own opinion and raise challenging issues.</li> </ul>
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## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Listen when ideas are challenged and respond in a reasonable way.</li> <li>Work through challenges.</li> <li>Stay calm and focused in the face of challenging situations.</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience.</li> <li>Clearly explain complex concepts and arguments to individuals and groups.</li> <li>Monitor own and others' non-verbal cues and adapt where necessary.</li> <li>Create opportunities for others to be heard.</li> <li>Actively listen to others and clarify own understanding.</li> <li>Write fluently in a range of styles and formats.</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration.</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units.</li> <li>Share lessons learned across teams/units.</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards.</li> <li>Take the initiative to progress and deliver own and team/unit work.</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals.</li> <li>Seek and apply specialist advice when required.</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options.</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness.</li> <li>Identify and share business process improvements to enhance effectiveness.</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks.</li> <li>Identify opportunities to use a broad range of communications technologies to deliver effective messages.</li> <li>Understand, act on and monitor compliance with information and communications security and use policies.</li> <li>Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business.</li> <li>Support compliance with the records, information and knowledge management requirements of the organisation.</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms.</li> </ul>

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## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements.</li> <li>Prepare accurate estimates of costs and resources required for more complex projects.</li> <li>Communicate the project strategy and its expected benefits to others.</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary.</li> <li>Evaluate progress and identify improvements to inform future projects.</li> </ul>