**Portfolio Manager, Enterprise Portfolio Management Office  
PN2099**

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| **Branch** | Organisational Strategy, Change and Information Management (OSCIM) |
| **Division** | Corporate Services |
| **Location** | Preferred location Brisbane or Canberra |
| **Classification** | Corporate Services Level 4 (EL1 equivalent) |
| **Salary** | $107,907 - $126,171 plus 15.4% superannuation |
| **Tenure** | Non-ongoing (specified term until November 2023) |
| **Staffing profile** | Nil direct reports |
| **Security clearance** | Entry Level |
| **Safety Sensitive** | No |
| **Contact Officer** | Tegan Blunden [Tegan.Blunden@casa.gov.au](mailto:Tegan.Blunden@casa.gov.au) 02 6217 1111 |
| **Closing date** | 11:59pm ADST, 30 March 2023 |

**About the opportunity**

Are you passionate about leading and driving a dynamic and complex organisation-wide portfolio? Do you like negotiating and influencing through writing to a broad and diverse range of stakeholders? Does Portfolio Management excite you?

Then this is the role for you!

The Organisational Strategy, Change and Information Management (OSCIM) Branch have an immediate non-ongoing (specified term until November 2023) opportunity for the role of Portfolio Manager, Enterprise Portfolio Management Office at the Corporate Service Level 4 (equivalent EL1) level. This temporary position is open to current Commonwealth Government employees. CASA employ under the Civil Aviation Act 1988 and will facilitate an agency secondment arrangement or non-ongoing contract for the successful candidate.

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas.

The Organisational Strategy, Change and Information Management (OSCIM) Branch supports CASA through enterprise-wide business improvement and transformational initiatives. This includes providing centralised portfolio management and oversight of projects, information and knowledge management and innovation, enterprise change management support, strategic business planning and facilitating a whole of CASA approach to the implementation of human centred design.

The Portfolio Manager within the Enterprise Portfolio Management Office (EPMO) works under broad direction and exercises a considerable degree of independence guiding and supporting the successful delivery of complex programs and projects through the provision of strategic and operational guidance and support.

The Portfolio Manager uses high levels of judgement and is responsible for the following:

* Collaborating across CASA to lead enterprise portfolio management and delivering a high level of expert and consistent advice on a range of program/project management matters.
* Supporting the delivery of project outcomes and working cooperatively and collaboratively with other operational and project teams including program/project management, design, IT and client services.
* Delivering the project management capability program across CASA, coordinating and oversighting project managers to ensure appropriate alignment of skills to projects.
* Managing the collection, consolidation and analysis of program and project data to support effective decision making by strategic committees and the CASA Board.
* Maintaining the Project Management, Assurance and Benefits Management Framework including a standard set of practices, processes and templates for managing projects consistently and efficiently to reduce project related risk and costs and support successful delivery.
* Establishing and delivering a program of project assurance reviews on a regular basis to support effective project management, and monitoring and reporting on compliance to ensure the organisation adheres to agreed policies and standards.
* Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA’s Values and Behaviours.

**Our ideal candidate**

Our ideal candidate will have:

* Qualifications in project management or auditing.
* Excellent negotiation, facilitation and communication (verbal and written) skills to manage and influence a broad and diverse range of stakeholders, in particular writing to influence others.
* Demonstrated knowledge and experience with project management methodologies including Agile.
* Demonstrated experience in the development of an enterprise wide program of work, and the conduct of risk-based project governance/assurance/health reviews, against a formal project management and risk framework.
* Proven high-level skills and experience in leading and driving dynamic and complex organisation-wide portfolio management, using appropriate methodology, processes and tools.
* Demonstrated experience or ability to lead a small team to effectively deliver effective oversight of an enterprise portfolio of work that achieves strategic objectives.
* Demonstrated experience in continuous improvement and/or quality management and the monitoring, oversight and assessment of benefits realisation at an enterprise level.

**Eligibility requirements**

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. The following eligibility requirements apply to this position:

* At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
* Must be an Australian citizen or permanent resident
* This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures vacancies are only available to Aboriginal and/or Torres Strait people or people with disability. To be engaged under the affirmative measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability will be required.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people.

**How to apply**

You will submit your application via the email to Tegan.Blunden@casa.gov.au and you need to provide:

* your resume or curriculum vitae (2-3 pages is preferred.)
* a one-page pitch summarising your suitability for the role, ensuring you take into consideration position information, key capabilities, and CASA Values (minimum font 11 point.)

If you have problems submitting your application, please contact our Recruitment Team prior to the closing date/time by emailing [recruitment@casa.gov.au](mailto:recruitment@casa.gov.au) or calling +61 2 6217 1111 during business hours.

**Reasonable adjustments**

Please let us know if you require any support relating to this recruitment process, such as mobility assistance, interpretation and/or signing (for candidates with a hearing impairment). You can do this by adding the details to your online application, emailing [recruitment@casa.gov.au](mailto:recruitment@casa.gov.au) or calling +61 2 6217 1111 during business hours.

CASA will accommodate requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position.

**What it’s like to work at CASA**

You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements.

At CASA, we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training, and leadership development.

You will be provided with challenging, meaningful diverse work. If you are excited and energized by change and innovation and you are looking to contribute to both aviation safety and to the Australian public, join us and be part of CASA’s ongoing transformation.

We seek and value people from diverse backgrounds and we are committed to creating an inclusive work environment. We are a respectful workplace, and we expect ethical behaviour by all, aligned to our CASA values. We have networks to support several diverse backgrounds, such as the Gender Network, CASA Abilities Network (CAN), CASA Aboriginal and Torres Strait Islander Engagement Network (CATSIEN) and the LGBTIQA+ Network.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going ‘above and beyond’ to assist the aviation community and colleagues.

**More information**

For more information about CASA, our competitive terms and conditions, as well as information on recruitment processes, please refer to the following links:

* [About CASA](https://www.casa.gov.au/about-us/who-we-are)
* [How to apply](https://www.casa.gov.au/about-us/careers/how-apply)
* [Employee benefits](https://www.casa.gov.au/about-us/careers/why-work-us)
* [Staff development](https://www.casa.gov.au/about-us/careers/how-we-develop-our-staff)