



Position description

Position title	Senior Manager - PMO
Group / Branch	Digital and Transformation
Reports to (Title)	Group Manager - Transformation
Competency level	Senior Leader

Job Purpose

South East Water has a vision of “creating a better world for our customers with forward thinking water solutions for all and always that don’t cost the earth”. This means working with our customers, helping them to conserve water, and using water to enable thriving communities.

We believe that digital and emerging technologies have a critical role to play in enabling us to provide the highest quality water and sewerage services for our customers, as efficiently as possible and ensure we deliver on our vision.

As Senior Manager, PMO, you will lead the delivery of technology and business solutions and will require strong financial oversight, governance expertise, and a commitment to best practice project delivery. A critical influencer, collaborator and leader, you will be responsible for leading the Project Management and Business Analysis teams whilst supporting the Enterprise PMO and Enterprise Transformation Office.

Key Accountabilities

The Senior Manager PMO role will:

- Leadership of the Project Management and Business Analysis teams
- Maturity development of each team’s capability
- Manage and uplift the Project delivery methodologies, resources and tools to facilitate the successful delivery of projects into the organisation
- Manage the development and maintenance of the Digital and Technology (D&T) roadmap
- Leading the PMO to appropriately resource and manage the priority of new and existing projects
- Drive project performance, delivery and outcomes, undertaking reviews as required and incorporating learnings into future projects
- Direct involvement in problematic, stalling projects to ensure they return to a green/ healthy state
- Commercial oversight of all project delivery suppliers to ensure contracts are appropriately set, all deliverables are achieved on time and on budget and appropriate remediation action is taken
- Management of Portfolio risks and issues.



Technical requirements

- Proven experience in technology delivery, portfolio management, or IT leadership roles
- Experience and knowledge of system integrations, software development life cycles, and Agile methodologies
- Excellent leadership and people management skills, with the ability to build and lead high-performing teams
- Strong problem-solving and decision-making abilities.
- Proficiency in the development and refinement of portfolio management tooling and frameworks

Knowledge, Skills & Experience

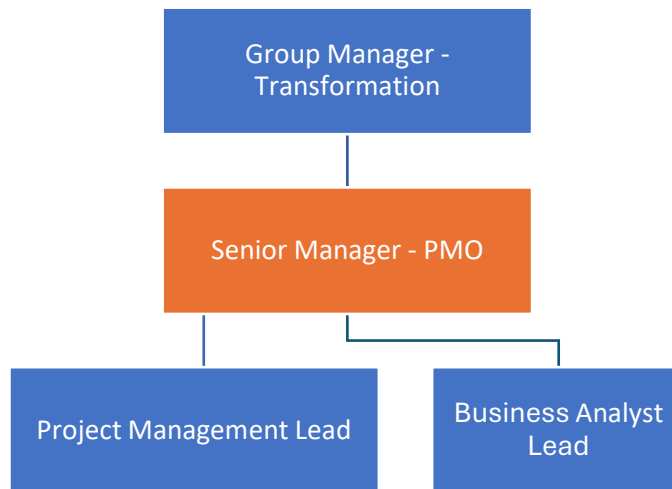
- Analytical Skills: Strong ability to analyse data and identify trends and patterns
- Communication Skills: Excellent written and verbal communication skills to effectively convey information to various stakeholders
- Stakeholder relationship development and management
- Project Management Knowledge: Familiarity with project management methodologies and best practices
- Data Management: Proficiency in data collection, storage, and analysis using various tools and systems
- Financial Acumen: Understanding of financial concepts and their application to project management
- Demonstrated knowledge of Microsoft Excel, Word and PowerPoint
- Ability to perform a range of varied tasks with strong prioritisation skills
- Confidence in engaging with stakeholders at all levels
- Experience in administering financial reports.

Dimensions

The role will report directly into the Group Manager of Transformation and work closely with the Head of Change & Program Directors to facilitate the delivery of initiatives within both D&T & the broader organisation.



Organisational Chart



Number of people managed:

2

Size of budget managed:

\$59M.

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.