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| **Position title** | | | **Enterprise Portfolio Management Office Lead** | | |
| **Team/Group** | | | Strategy and Planning | | |
| **Work level** | | | 4 | | |
| **Position reporting to** | | | Head of Strategy and Planning | | |
| **Employment Type** | | | Fixed term contract to 30 June 2023 | | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by:   1. Promoting mental health and wellbeing 2. Being a trusted source of information, advice and support 3. Working together to prevent suicide   Beyond Blue’s values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | | |
| **Position purpose** |  | The Strategy, Policy and Reform Group leads the strategic, policy and reform directions of Beyond Blue.  The Strategy and Planning unit creates Beyond Blue’s strategy, objectives and planning processes and ensures strategic alignment across the organisation. The unit also leads and coordinates Beyond Blue’s Enterprise Portfolio Management Framework to ensure that our strategy is guiding our investments.  The Enterprise Portfolio Management Office (EMPO) team guides all Beyond Blue teams through the planning and approval processes for their activities. The EMPO supports senior leadership by recording, analysing and presenting information that allows them to review the portfolio’s overall performance.  The EMPO Lead will be responsible for driving the work practice and cultural changes required for Beyond Blue’s EPM Framework to effectively support greater community centricity, greater delivery agility and greater organisational efficiency, underpinned by appropriate governance. | | | |
| **Role dimensions** |  | **Direct Reports** | | | 1 |
| **Overall team** | | | 7 (Strategy and Planning team) |
| **Financial Delegation** | | | Refer to Delegated Authority Policy |
| **Key accountabilities** |  | * Lead the development and implementation of new governance and portfolio management frameworks as part of Beyond Blue’s business transformation. * Lead the development and ongoing implementation of strong planning, project management and continuous improvement culture, including the induction of new staff into the EPM practices and regular communication through appropriate channels in consultation with the Culture, Change & Communication team. * Advise and support the organisation on the change management requirements for successful implementation. It is expected the EPMO Lead will remain up to date on appropriate enterprise portfolio management practices and drive their implementation. * Manage the EPMO, which provides secretariat support to the organisations’ portfolio management forums. This will include the management of staff and/or suppliers and the preparation of regular analytical reports to support decision making. * As product owner of the EPM Framework and it’s systems, partner with the Business Solutions Group to oversee the development and implementation of enterprise portfolio management system(s). * Build the capability of Beyond Blue staff to adopt more agile practices. * Work closely across the organisation building strong working relationships in order to drive new initiatives and influence decision making where appropriate. | | | |
| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We build relationships externally and partner with key external stakeholders for the benefit of the community * We adapt, flex and take an agile approach to plans to meet community need. | | | |
| **Qualifications and key selection criteria** |  | **Education & Qualifications**  Essential   * Formal qualifications in project management   Desirable   * Leading and/or Implementing SAFe * Lean Portfolio Management * Change management training and/or qualifications   **Knowledge, Skills & Experience**  Essential   * Project management skills – must have highly developed project management skills and a minimum of five years’ experience in managing complex projects. Must have exceptional experience with portfolio/program/project governance, processes, methodology, risk management and reporting * Planning skills – proven experience in facilitating and coordinating organisation-wide planning processes, creating a line of sight between strategic plans and day-to-day work plans, and identifying and managing dependencies * Change management – demonstrated experience in implementing internal change management processes resulting in sustained uptake of new ways of working * Communication skills – must have excellent written and verbal communication skills * Staff training and coaching – experience developing and delivering staff training and project ongoing project management support / coaching, including direct staff management * Contract management skills - demonstrated experience managing contracts with external parties * Document preparation – proven ability to prepare a variety of types of documentation, with low error rates, including briefing notes, correspondence and reports with a high level of attention to detail and the ability to conceptually analyse information. * Demonstrates behaviours consistent with policies and procedures and identifies and discusses improvements as part of a continuous improvement culture   Desirable   * Experience working in a medium-sized social impact organisation | | | |
| **Core Capabilities** | | *Community voice​* | | Capture community insights, ensure community insights inform our work, test we are having ​ | |
|  | | *Community awareness & system change​* | | Shift to a community centric way of operating, with the community and the need for system change informing how we work​ | |
|  | | *Digital Capability Big Blue Door delivery​* | | Increase our impact and reach across the community, and better understand and respond to community need and deliver personalised support informed by community insights and data. ​ | |
|  | | *Agile Leadership* | | Respond in a shorter period of time and to enable more flexible and adaptable utilisation of resources across the organisation. It also enables us to embed our Ways of Working culture. | |
|  | | *Sustainable & diverse funding sources and supporting social impact​* | | Develop a sustainable and diverse funding base, that strengthens our culture of philanthropy. We will invest and spend wisely, and plan for the longer term.​ | |
|  | | *Best governance and demonstrating impact​* | | Balances stability and strong oversight, with dynamic decision-making processes that support responsive ways of working. We will measure our success – and our learnings – and share our insights with donors, philanthropists and government supporters.​ | |
|  | | *Partner strategically for maximum impact* | | Work with the community, education, business, philanthropy and across government. Our engagement with partners will be purposeful, inclusive, transparent and respectful | |
| **Additional Information** | |  | | **Health, safety and wellbeing**  Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy  **Pre-existing injury**  The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.  **Equal opportunity**  Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.  **Cultural competency**  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | |