

Position Description – Project Management Office Lead

Reports to	Director, Community Support Office
FTE	1.0 FTE
Location	Remote/flexible within Australia
PLACE Level	3

1. Who We Are

Partnerships for Local Action and Community Empowerment (PLACE) is a not-for-profit committed to supporting collaborative and community-driven approaches that create impactful and lasting change.

At PLACE, we believe complex issues require local solutions. Our vision is that communities have a say in the issues that matter most to them, sharing decision making with governments and other stakeholders to accelerate progress.

2. Role Summary

Sitting within the Community Support Office team, the Project Management Office (PMO) Lead will establish and drive the implementation of PLACE's project management systems, ensuring the effective delivery and real-time oversight of the annual program of work.

Utilising practical experience in project management, the role will build and implement practical project management tools and systems that enable a consistent approach to project planning, monitoring, delivery and reporting across the organisation. System design will incorporate annual, quarterly and project-level reporting requirements. The role is critical in supporting the delivery of PLACE's community-led programs of work including scheduling, resource planning and delivery tracking.

3. Areas of Responsibility

a) Project management and delivery discipline

- Develop and implement fit-for-purpose project management utilizing best-practice software and systems (e.g PRINCE2)
- Establish frameworks, tools and templates, registers and routines that effectively support project delivery and tracking.
- Support the Community Impact Team to adopt and maintain good project management practices, including supporting project leads to define scope, objectives, deliverables, timelines, roles and dependencies
- Help establish an external panel that comprises of experts and specialists who receive contracted work in response to project requirements.
- Work closely with the Evaluation and Learning Lead to ensure alignment of processes with PLACE Theory of Change, Strategy and Understanding, Measurement Evaluation and Learning Strategy
- Support continuous improvement of project management and delivery resources and processes.

- Establish annual and quarterly reporting cycles in line with contractual obligations and governance requirements

b) Project monitoring and reporting

- Prepare regular status reporting for the Director/Executive Leadership Team, Evaluation and Learning Lead and relevant governance forums to support prioritisation, escalation and decision-making.
- Effectively collaborate with the Evaluation and Learning Lead to ensure effective and efficient quarterly reporting, evaluation and learning (including contributing to externally led evaluation processes)
- Maintain visibility of and monitor project performance, including status, scope, schedule, milestones, resource allocations, risks, issues, decisions and dependencies.

c) Risk, issue and dependency management

- Embed quality and consistent approaches to identifying, escalating and resolving project risks, issues and dependencies.
- Maintain project and portfolio registers including risks, issues, dependencies, decisions and key actions.
- Work with community project leads and the PLACE team to ensure project controls are proportionate, practical and aligned to agreed organisational priorities.

d) Cross-functional coordination and capability building

- Work collaboratively with teams to build confidence, consistency and uptake in project planning, project coordination and project status reporting practices.
- Facilitate coordination across teams so that delivery dependencies, resourcing pressures and project risks are surfaced early and directed to the right accountable owner.

4. Values and behaviours

- Curious, collaborative and reflective.
- Comfortable working in ambiguity and iterative contexts.
- Grounded in equity, community voice and transparent data practice.
- Simplifies complexity and makes insights accessible.

5. Qualifications

- Tertiary qualifications in project management or a related field.
- Relevant project management certification, such as PRINCE2, PMP, AgilePM or equivalent experience, will be highly regarded.

6. Skills and Experience

- Demonstrated experience (5+ years) leading project management, portfolio coordination or delivery support functions in complex organisations.
- Proficient and practical experience in project management tools and methodologies (e.g. Prince 2/Agile/PMBOK).
- Strong skills in project planning, project controls, delivery status reporting, risk and issue management, dependency coordination and process improvement.
- Ability to design simple systems and routines that help teams work consistently without adding unnecessary complexity.
- Strong communication and relationship skills including conflict resolution, stakeholder management and influencing.

7. Why this role matters

As PLACE works more closely with communities, the organisation needs practical project management infrastructure that enables teams to deliver well and consistently. This role creates shared visibility of delivery, strengthens accountability for agreed project actions and helps translate organisational priorities into coordinated implementation. By supporting consistent planning, delivery tracking, risk escalation, documentation and close-out, the PMO Lead helps PLACE make timely operational decisions and deliver work in a way that is clear, sustainable and aligned to our purpose.