Project/Program Coordinator

ASX: Sydney, New South Wales, Australia (Hybrid)

ASX: Powering Australia's financial markets

Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, click on the link to learn more.

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We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

About the Team:

This role will provide a key service within the PMO for the ClearStar Program. The ClearStar Program is a multi-year roadmap of work for the Derivative Clearing business that operates critical financial market infrastructure to meet public interest mandates in reducing systemic risk, and to meet the needs of a diverse set of market participants. This includes 4 core clearing platforms (OTC, Futures, Equity Options and Collateral Management), plus 23 ancillary systems critical to the overall server. The program is designed to safely and reliably deliver risk resilience for the business and introduce capabilities that enable sustainable growth and uplift both the customer and employee experience.

What you will be doing:

- You are a practitioner/team member of the Project Management Capability Community of Practice (CoP).
- Manage and support the project/program reporting and governance cycle.
- Carry out activities as required for project/program ensuring quality on project artefacts, administration of project budget, resource management and reporting.

- Provide support with the creation and distribution of project/program meeting materials, meeting co-ordination and preparation of meeting minutes.
- Delivering procurement, financial forecasting and resourcing administrative duties.
- Ensure adoption and adherence of the Project Management framework, processes, templates and tools.
- Being an active member of the PM Community of Practice (CoP).

What you will bring:

- Minimum 3 years Project/Program Office or PMO Analyst experience within a financial services industry, medium to large organisation.
- Strong experience in delivering procurement and financial forecasting administrative duties obtained through involvement in medium to large size projects/programs.
- Gained a good understanding of Waterfall, Agile and hybrid Project Management frameworks and governance practices through the support of medium to large size projects/programs or professional accreditations and training.
- Advanced user of relevant computer software programs to generate data, reports, charts and presentations (especially MS Word, Visio, Excel, Project, PowerPoint). Intermediate to advance user of JIRA and Confluence.
- Proven organisational skills including the ability to determine priorities and meet deadlines while effectively balancing competing demands.
- Good communication, and organisational skills. Able to collaborate with stakeholders.

Nice to have:

- Tertiary education or other relevant industry certification
- Be comfortable working within a matrix structure
- Hands on Project Management and/or Scrum Mastery of small to medium projects
- Experience using PM tool i.e., ServiceNow

We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.