



## PMO Lead (LM 11459)

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, visit our [careers page](#) to learn more.

#### 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 role:

This role will be responsible for excellent people, organisation, communication and financial management skills coupled with strong project management skills to ensure the integrity of the individual projects that are within the scope of any programs. It requires experience of leading and managing a team

#### What you will be doing:

- You are a practitioner/team member of the Project Management Capability Community of Practice (CoP).
- Development and quality review of all Terms of Reference (ToRs) for Project Governance Forums, ensuring effectiveness.
- Day-to-day lead of the Project, lead project planning and milestone management
- Ensure the successful implementation of the PMO's strategy, responsibilities, services and deliverables
- Ensure the RAID Log is maintained and up to date and dependencies are managed and accurately maintained



- Build cohesion within the PMO team and motivate them to produce quality work.
- Prepare regular status reporting to all levels of the project and organisation.
- Ensure the effective implementation of the change control process.
- Ability to execute root cause analysis on issues encountered during project delivery and devise course correction and 'get to green' plans.
- Work with the Finance Business Partner to support in the production of financial trackers and reporting.
- Production and compilation of required reporting, ensures information and documentation is securely stored and is easily accessible by users.
- Leads interviewing and hiring process in assigned areas and provides direct input into performance evaluations.
- Being an active member of the PM Community of Practice (CoP).

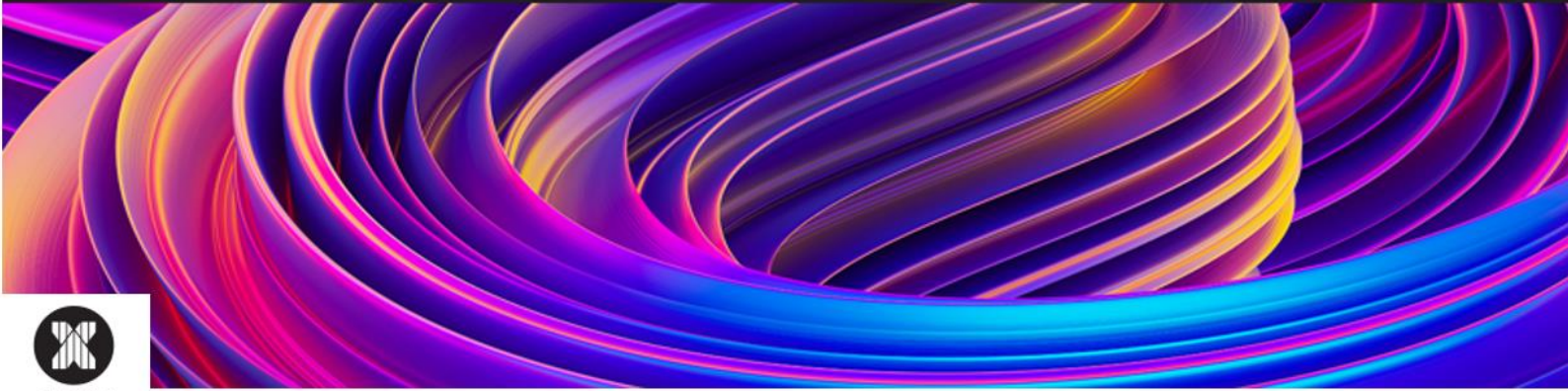
## What you will bring:

### Must have

- Minimum +7 years of leading a PMO function.
- Experience in PMO including Executive/ Project Steering Group reporting, RAID management, Finance management, Schedule management, Resource management and Change (Scope) management.
- Extensive experience as an analyst working in high profile / high pressure PMOs for multiple large IT/Business Projects and Programs.
- A detailed understanding of Project Management methodologies and practices, with a strong focus on Project Governance and Reporting.
- Produced Executive Steering Group reporting on program status and financials for internal & external audiences.
- 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.

### Nice to have

- Tertiary education or other relevant industry certification.
- Experience of 'lean' management.
- Be comfortable working within a matrix structure.
- Worked on Agile, Lean and Waterfall projects.
- Experience using PPM 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.

*Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes.*