



# Project/Program Officer (LM 11460)

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 to drive high quality governance through superior Quality Assurance and Management of Project Reporting and Governance forums; including provision of a Quality Strategy, Guidelines and Standards aligned with the EPMO. You will provide timely information for the PMO Director and other executive stakeholder as required, allowing them to make informed decisions

### What you will be doing:

- You are a practitioner/team member of the Project Management Capability Community of Practice (CoP).
- Maintenance and quality review of all Terms of Reference (ToRs) for Project Governance Forums, ensuring effectiveness.
- Support all project/program reporting requirements, including supporting and providing timely input to key reporting requirements across ASX.
- Ownership and management of Project/Program calendar of key events and submissions.
- Contribute to the development of project plans under the guidance of the Project Manager



- Develop, implement and promote a Quality Strategy, Standards and Methods for the project/program team to use including guidance on quality criteria and sign-off authorities for all project reporting
- Agenda and pack preparation, including collation of clear, well written reporting, minutes and papers for Executive and Regulator audiences, and formal project forums.
- Manage and report on actions, resulting from internal and external quality assurance reviews.
- Facilitate knowledge sharing of project delivery information and practices amongst the Delivery team and with the wider organisation as required.
- Being an active member of the PM Community of Practice (CoP).

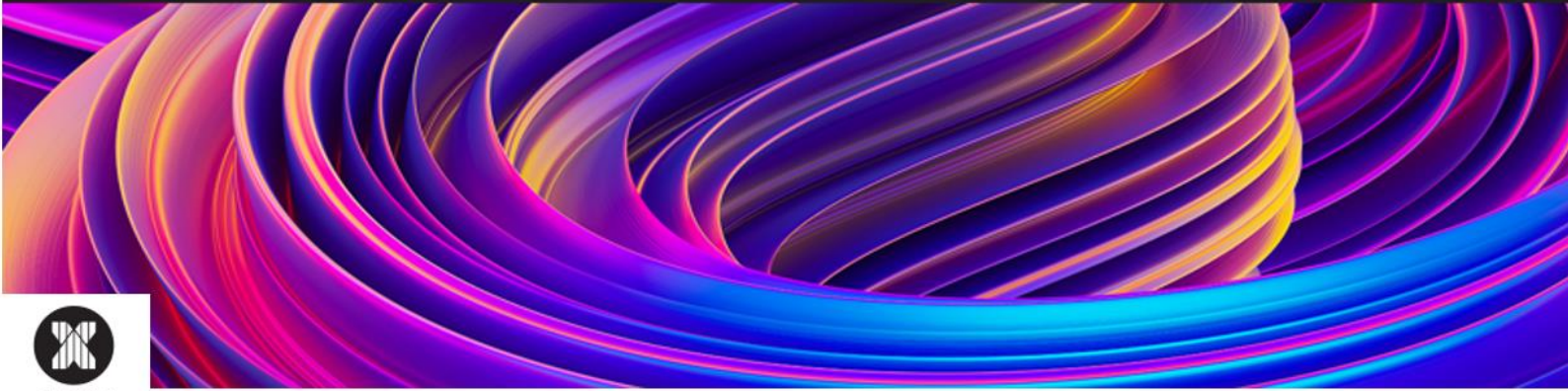
### What you will bring:

#### Must have

- Minimum 5 years Project/Program Office or PMO Analyst experience within a financial services industry, medium to large organisation.
- All-rounder 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.
- Proven ability in contributing alongside Senior Executives to ensure robust project planning, progress reporting, and process governance on mission critical IT/Business Projects and Programs.
- 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.
- Be comfortable working within a matrix structure.
- Hands on Project Management and / or Scrum Mastery of small to medium projects.
- Experience using PPM tool i.e., ServiceNow



ASX

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.*