

# POSITION DESCRIPTION

## PMO Program Director



### POSITION DETAILS

Position Title	PMO Program Director
Classification	Senior
Position Number	7015905
School/Office	Portfolio Management Office (PMO)
Division	Division of Operations

Commented [AS1]: Rewriting PD for:  
Program Manager  
\*(PROVOST & GLOBAL)  
Senior  
NEW  
\*7015905

### POSITION PURPOSE

The Program Director works closely with the Executive Director, Program Delivery, and plays a critical leadership role in shaping, governing, and executing the University's portfolio of strategic and high-value initiatives. The role leads end-to-end portfolio management, including demand intake, prioritisation, sequencing, and optimisation of investments to ensure maximum strategic impact and value realisation.

The position is accountable for establishing and continuously uplifting program and portfolio management practices, including governance frameworks, delivery standards, escalation pathways, performance metrics, and executive reporting. It ensures consistency, transparency, and rigour across all programs and projects, while embedding a culture of accountability and delivery excellence.

Working in close partnership with senior executives, Divisional leaders, and key stakeholders, the Program Director drives alignment across interdependent initiatives, oversees enterprise-wide resource planning and capacity management, and proactively manages risks, dependencies, and delivery bottlenecks. The role also plays a key part in maturing the PMO as a centre of excellence, strengthening delivery capability, and enabling informed, data-driven decision-making at the executive level.

Subject to operational requirements, the role may provide opportunities to support strategic initiatives in partnership with international collaborators or at offshore campuses for defined periods.

### KEY ACCOUNTABILITIES

- 1. Lead the delivery of the University's strategic portfolio** to ensure coordinated execution and realisation of intended benefits aligned to Western 2030 priorities.

2. **Drive enterprise portfolio prioritisation and investment decisions**, applying consistent evaluation criteria to optimise sequencing, funding, and value delivery.
3. **Establish and continuously uplift portfolio governance frameworks**, including decision-making forums, controls, and escalation pathways to ensure transparency and accountability.
4. **Shape and maintain integrated portfolio roadmaps**, aligning interdependent initiatives and managing trade-offs to ensure deliverability within organisational capacity.
5. **Define, track, and report on benefits realisation and performance metrics**, intervening as required to maintain alignment with strategic objectives.
6. **Oversee portfolio-level risks, issues, and interdependencies**, ensuring proactive management, effective mitigation, and timely escalation.
7. **Lead portfolio financial oversight and enterprise resource planning**, optimising utilisation, capability alignment, and delivery capacity.
8. **Engage and influence senior stakeholders and executives** through clear, data-driven reporting on portfolio performance, risks, and outcomes.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant postgraduate qualification and/or extensive equivalent experience in program or portfolio management in a large, complex organisation.
2. Demonstrated success in leading complex programs with interdependent projects, including planning, governance, delivery, and benefit realisation.
3. Strong analytical skills with experience translating complex data and analysis into strategic advice, business cases, and performance reporting.
4. Highly advanced interpersonal, verbal and written communication skills, including the ability to produce executive-level reports, plans, and recommendations.
5. Proven ability to build effective relationships and influence senior stakeholders across diverse functions to support program delivery.
6. Highly advanced skills and experience in managing program budgets, risks, dependencies, and resource planning across concurrent initiatives.
7. Demonstrated ability to lead through ambiguity, solve complex problems, and drive continuous improvement in a transformation context.
8. Ability to work independently with considerable autonomy, manage priorities, and maintain attention to detail in a deadline-driven environment.

## KEY RELATIONSHIPS

**This position reports to:** Executive Director, Program Delivery

**This position supervises:** Senior Project Managers

**Key internal relationships:**

- PMO team
- Office of the Chief Operating Officer (COO)
- Other senior leaders and administrative teams across the University

**Key external relationships:**

- Government, industry partners and community groups
- Partner institutions
- Vendors and service providers
- Professional networks and associations

## CHALLENGES

- Establishing credibility and authority of the consolidated PMO in an environment with fragmented legacy practices and unclear ownership of delivery.
- Uplifting portfolio visibility and data quality where current reporting is inconsistent, incomplete, and not yet fit for executive decision-making.
- Balancing immediate delivery pressures on critical initiatives with the need to embed consistent governance, standards, and ways of working.
- Addressing resource constraints and capability gaps across PM, BA, and architecture roles while improving utilisation and performance.
- Driving prioritisation and trade-off decisions in a context where funding, scope, and strategic alignment of initiatives are not consistently defined.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by: Lead HR Partner**

**Date: April 2026**