

Job Description : Senior Delivery Lead – Project Management Office

POSITION TITLE:	Senior Delivery Lead – Project Management Office
POSITION NUMBER:	PM002
CLASSIFICATION LEVEL:	SOB
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Chief Information Officer
LAST REVIEWED:	August 2026

KEY FUNCTIONS

The Senior Delivery Lead – Project Management Office supports the Chief Information Officer to translate CLC's technology and data priorities into a coherent, achievable and well-governed portfolio of work. The position owns the end-to-end portfolio planning process, maintains an integrated portfolio and project roadmap, and provides clear advice on priorities, sequencing, capacity, investment, dependencies, risk, delivery confidence and benefits.

The position directly manages a small number of priority technical projects from initiation through implementation, adoption and transition to business-as-usual. It also owns IT asset, vendor and software licensing management; coordinates project budgets, procurement and recruitment; and leads the change, communication and training activities required for successful adoption.

The role is an enabling, outcomes-focused portfolio function. Governance, reporting and controls are applied in proportion to the value, complexity and risk of the work, with a strong focus on practical decision support and measurable organisational outcomes.

KEY DELIVERABLES

- **Portfolio plan.** A prioritised, costed and capacity-aware rolling technology portfolio plan aligned with the CLC Corporate Plan and approved technology and data priorities.
- **Integrated roadmap.** A current multi-year portfolio and project-based roadmap showing intended outcomes, key milestones, dependencies, resources, budget, asset lifecycle events, material risks and decision points.
- **Technical project outcomes.** Successful end-to-end delivery, adoption and transition of a manageable set of priority technical projects within approved scope, time, budget and quality parameters.
- **Decision-ready reporting.** Timely portfolio dashboards, forecasts, options and recommendations that give the CIO and governance forums a clear view of delivery health, investment, capacity, risk and required decisions.
- **Financial control.** Accurate project and portfolio budgets, forecasts, commitments, cash flow, variance analysis and corrective actions.
- **Commercial and asset control.** Current IT asset, vendor, contract and software licensing registers, supported by lifecycle, renewal, compliance and optimisation plans.
- **Risk and assurance.** Current portfolio risk, issue, dependency, decision and action registers with clear ownership, treatment and escalation.
- **Adoption and capability.** Effective stakeholder engagement, change management, communications, training, readiness and adoption activities for each affected initiative.
- **Resourcing and acquisition.** Compliant and timely procurement, recruitment, contractor engagement and onboarding activities required to deliver the portfolio.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. **Project planning and prioritisation.** Lead the planning and prioritisation of technology projects, including business case support, assessment, sequencing, capacity planning, funding recommendations and approval tracking. Portfolio planning and prioritisation. Own all aspects of the annual and rolling technology portfolio planning cycle, including demand intake, initial shaping, business case support, assessment against agreed criteria, prioritisation, sequencing, capacity and capability planning, funding recommendations, approval tracking and periodic portfolio rebalancing.
2. **Portfolio and project roadmap.** Develop, maintain and communicate the authoritative portfolio and project-based roadmap. Keep the roadmap aligned with corporate plans, technology and data priorities, operational commitments, asset lifecycle needs, available capacity and approved investment.
3. **Governance and decision support.** Establish and maintain a fit-for-purpose portfolio and project lifecycle, stage gates, decision rights, minimum information standards, templates, controls and reporting cadence. Prepare concise, decision-ready papers for the CIO and relevant governance forums, including options, trade-offs and recommendations.
4. **Portfolio performance and benefits.** Monitor and report delivery health, investment, resource capacity, dependencies, risks, issues, decisions, benefits and outcomes across the portfolio. Identify trends and emerging constraints early, recommend corrective action, and ensure initiatives are formally closed with lessons captured and ownership transferred.
5. **Technical project delivery.** Directly manage a small number of priority technical projects from initiation to completion and transition. Select an appropriate predictive, agile or hybrid delivery approach and manage scope, schedule, budget, quality, resources, vendors, dependencies, risks, issues, change, acceptance, handover and post-implementation review.
6. **Financial management.** Develop and manage project and portfolio budgets, forecasts, commitments, invoices, accruals and projected cash flow. Work with the Finance Team to establish project codes, maintain accurate financial records, explain variances and implement agreed corrective action.
7. **IT asset, vendor and licensing management.** Develop and own the operating framework and records for IT assets, vendors, contracts and software licences. Maintain visibility of ownership, location, configuration, entitlements, consumption, warranties, support, lifecycle status, renewals, obligations, vendor performance, spend and risk; recommend actions that improve value, compliance, resilience and lifecycle planning.
8. **Procurement, recruitment and resourcing.** Manage procurement and recruitment activities required by the portfolio and assigned projects, including requirements definition, sourcing, evaluation, due diligence, approval documentation, contract coordination, role scoping, recruitment, contractor engagement, onboarding, allocation and capacity tracking, in accordance with CLC policies and delegations.
9. **Change management, training and adoption.** Champion approved projects and their intended outcomes. Develop and lead stakeholder engagement, communications, change impact and readiness assessments, training, transition and adoption plans. Support sponsors and business owners to address resistance, embed new ways of working and measure uptake and benefits.
10. **Risk, issue and dependency management.** Own and manage the technology portfolio risk register and associated issue, dependency, decision and action logs. Ensure material items have accountable owners, practical treatments and due dates; facilitate regular reviews; escalate concerns promptly; and link significant risks to CLC risk management processes.
11. **Stakeholder and supplier relationships.** Build effective working relationships with executives, managers, staff, project sponsors, business owners, subject matter experts, Finance, People and Culture, Procurement, governance functions, vendors, consultants and partner organisations.

Facilitate decisions, resolve competing priorities and remove delivery impediments through constructive influence.

12. Leadership and delivery capability. Lead cross-functional project teams, contractors and vendors, and supervise any staff assigned to the function. Set clear expectations, support performance and development, coach project leads, improve delivery data quality, and continuously refine practical portfolio and project management practices.
13. Other duties. Undertake other duties as directed by the CIO that are safe, lawful and reasonable, within the employee's skills, competence, training and classification level.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health and Safety Act (Cth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Chief Information Officer.
- Reports to and receives direction from the CIO.
- •Works closely with the Technology and Data team, project sponsors, business owners, executives, managers and staff across CLC.
- •Works collaboratively with Finance, People and Culture, Procurement and Corporate Services, governance and risk functions, and other operational sections to coordinate planning and delivery.
- Develops and maintains constructive working relationships with CLC constituents, partner organisations, vendors, consultants, and relevant government and non-government agencies.
- Engages respectfully and effectively with Aboriginal people and communities and supports culturally safe ways of working. Work collaboratively with all other staff of the SECTION in making positive contributions to the CLC's performance

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Professional experience with medium to large businesses / governments is a must.
2. Substantial experience owning technology portfolio planning and governance, including demand intake, prioritisation, investment planning, roadmaps, capacity and capability planning, dependencies, reporting, benefits and portfolio rebalancing.
3. Demonstrated success delivering multiple complex technology, digital or business change projects end-to-end, including transition to business-as-usual, using predictive, agile or hybrid delivery methods as appropriate.
4. Strong financial and commercial management experience, including project budgets and forecasts, procurement, contracts, vendor performance, software licensing and IT asset lifecycle management.
5. Demonstrated ability to champion change and lead stakeholder engagement, communications, training, readiness, adoption and benefits activities.
6. Strong risk, issue, dependency and assurance capability, including experience maintaining integrated registers, assigning accountability, monitoring treatments and escalating material concerns.
7. Highly developed analytical, written and verbal communication skills, including the ability to produce clear roadmaps, dashboards, executive briefs, options and recommendations from complex information.
8. Advanced capability with Microsoft 365 and contemporary portfolio, project, collaboration and reporting tools, with a strong focus on reliable data and efficient reporting.
9. Exceptional facilitation, negotiation, influencing and relationship skills across executive, technical and operational stakeholders, with an ability to communicate effectively with Aboriginal people.
10. Demonstrated ability to lead cross-functional teams, vendors and contractors; coordinate resource planning and recruitment; coach others; and establish clear accountability without relying solely on formal authority.
11. A flexible, practical and logical approach to problem solving, together with sound judgement, diplomacy, discretion, integrity, accountability and ethical behaviour.
12. An appropriate level of health and fitness to meet the requirements of remote fieldwork, including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20 kg when necessary.
13. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
14. Must hold, or be capable of obtaining, an Ochre Card from SafeNT and undertake a National Police Certificate assessment and bankruptcy check if required.
15. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
16. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people

DESIRABLE

1. Knowledge and understanding of Aboriginal society and culture and the issues affecting Aboriginal people in contemporary Australian society.
2. Experience working in an Aboriginal organisation, a cross-cultural environment or a geographically dispersed and remote service context.
3. Recognised certification or formal training in portfolio, project, agile delivery, change management, IT asset management or vendor management disciplines.
4. Sound knowledge of the PGPA Act and relevant provisions of the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth).

5. Working knowledge of MS NAV and Jet reporting, or equivalent enterprise financial management and reporting systems. Experience working in remote areas
6. An awareness and understanding of the overall context in which the Central Land Council operates.

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