



PMO Officer

Department/Team	Operations
Reports to	PMO Lead
Direct Reports	N/A

About the Role

The PMO Officer works as part of the Project Management Office (PMO) at the Great Barrier Reef Foundation (GBRF). The PMO plays an integral part in upholding contract and project management standards, processes, and best practices, ensuring that project and contract management activities are carried out efficiently and contribute to strategic objectives. In this collaborative position, the PMO Officer works closely with team members across the organisation to help deliver the greatest impact for the reef.

The PMO Officer helps maintain a culture of operational excellence and continuous improvement, while ensuring that systems and workflows are optimised for efficiency.

Additionally, all roles in the PMO provide support for the management and optimisation of the ASANA platform, including workflow design, documentation, training, and ongoing system administration.

Key Responsibility Areas

Strategy and Operational Planning/Delivery:

- Support day-to-day management of the PMO to align with service delivery and organisational objectives.
- Assist project managers with planning, execution, and monitoring of projects to ensure timely contract delivery and adherence to budget requirements.
- Support the PMO Lead to monitor the PMO's effectiveness and assist in gathering data-driven insights to improve processes.

Governance, Risk & Compliance, Quality Management (Policies/Procedures)

- Support the PMO Lead with continuous improvement efforts by monitoring project workflows and providing regular input on processes and procedures to enhance organisational priorities.
- Apply quality control measures to ensure high standards across all projects.
- Provide training and support to project teams on PMO processes, tools, and templates to ensure consistency in project execution.

Operational Excellence (Systems, Processes, Operational & Administration Duties)

- Support GBRF Staff with:
 - The contract lifecycle workflow, from initiation to closure, including compliance monitoring and document management in Asana and SharePoint.
 - Asana workflow architecture, including integrations, grant workflows, and approvals management.
 - Assessing, monitoring and reporting project risk using the risk framework.
 - Monitor project milestones and ensure timely completion of tasks across teams.
 - Setting up new funding proposals, contracts, and professional service quotes in Asana and SharePoint.
 - Procurement, RFP reviews, and contract management processes, ensuring they comply with policy and procedure standards.



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- Ensure project managers/leads are maintaining accurate documentation.
- Project compliance tracking and reporting, providing recommendations to project managers for accuracy and completeness.
- Assist in ensuring all project management operational processes are followed to maintain efficiency and effectiveness.
- Monitor project documentation, ensuring accuracy and completeness for PMO reporting.
- Support staff induction training, including ongoing process and procedural training.
- Provide administrative support as required.

Stakeholder Management/Engagement

- Build strong relationships with project teams and other stakeholders, maintaining effective communication channels with all.
- Collaborate with internal teams to support the delivery of project outcomes and foster a collaborative work environment.

Leadership, People & Performance Management.

- Contribute to a positive team culture by supporting collaboration, inclusivity, and employee engagement.
- Actively participate in check-ins and annual performance and development review appraisals
- Adhere to GBRF's code of conduct and embody GBRF values and expected behaviours.

Skills and Experience

1. Experience: 1-3 years of experience in project coordination, project accounting, administrative functions, or contract management.
2. Degree or equivalent experience in business administration or relevant field desirable.
3. Systems: Experience using business platforms such as Asana, SharePoint, or similar project management tools.
4. Organisation skills: Strong organisational abilities, including the capacity to manage multiple tasks and prioritise in a fast-paced environment.
5. Communication Skills: Excellent verbal and written communication skills, with the ability to work with internal and external stakeholders.
6. Attention to detail: Strong attention to detail in all aspects of work
7. Adaptability: Willingness to learn new systems and processes, adapt to changing priorities, and contribute to continuous improvement initiatives.
8. Compliance awareness: Basic understanding of compliance and risk management principles, including procurement and contract management processes.