

Position Title	Project Management Office (PMO) Coordinator		
Position Number	39384	Location	Darwin
Designation	Band 3 Administration		
Reports To (Position Title)	PMO Manager		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: <a href="#">OCPE website</a> .		
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the <a href="#">OCPE website</a> .		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: <a href="#">OCPE website</a> .		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.			
Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are <b>Focus, Integrity, Respect, Safety and Teamwork (FIRST)</b> .			
We recognise that individually; our employees offer unique value and perspective, and we are committed to a workplace that supports people from all backgrounds.			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities:			
Focus	<ul style="list-style-type: none"><li>• Demonstrates an awareness of the Vision and objectives of the Corporation.</li><li>• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.</li><li>• Tracks own performance in line with objectives on a regular basis.</li><li>• Actively participates in performance reviews and feedback processes.</li><li>• Remain self-disciplined and calm under pressure.</li></ul>		
Integrity	<ul style="list-style-type: none"><li>• Demonstrate the organisation's values.</li><li>• Conduct business in line with the values and high ethical standards – considers values in business interactions.</li><li>• Ensures compliance with legal, governance and policy requirements.</li><li>• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly, and sets new timelines for delivery.</li></ul>		
Respect	<ul style="list-style-type: none"><li>• Takes accountability and responsibility for own actions.</li><li>• Readily shares knowledge and expertise with others.</li><li>• Actively supports the team and organisational goals.</li><li>• Treats change and new situations as opportunities for learning and growth.</li></ul>		
Safety	<ul style="list-style-type: none"><li>• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace.</li><li>• Develops personal safety objectives.</li><li>• Challenges unsafe behaviours from teammates.</li><li>• Monitors and takes ownership of own safety performance.</li></ul>		
Teamwork	<ul style="list-style-type: none"><li>• Helps teammates feel valued and included in discussions.</li><li>• Places higher priority on team than individual goals.</li><li>• Shares important or relevant information with team or other affected stakeholders in a timely manner.</li><li>• Speaks positively of teammates and other employees.</li><li>• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.</li></ul>		

### Role Responsibilities

You will develop and maintain the Project Management Office (PMO) systems required for the monitoring and management of all projects across Territory Generation.

Your accountabilities include:

1. Design and maintain automated dashboards and reports required for various committees including the Project Governance Committee (PGC), Executive Leadership Team (ELT) and the Board.
2. Liaise across all project areas of Territory Generation to develop and maintain an up to date the portfolio of progress on all current and future projects.
3. Maintain data integrity and reconcile across systems to ensure accuracy and completeness of project reporting.
4. Provide advice and guidance to Project Managers in relation to contractual and procurement processes, document preparation and financial delegations.
5. Establish sound working relationships with the Client Business Units. Communicate effectively, both orally and in writing, on all matters relating to the Project Portfolio.
6. Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.

### Selection Criteria

#### Essential

1. Sound ability to develop and manage complex project portfolio management systems to support the implementation of Territory Generation's strategies.
2. Good ability to provide specialist project administration advice and services to Project Managers and teams.
3. Demonstrated high level computer literacy, including Microsoft Excel, Word and Project and significant experience, knowledge and ability in the use of these and similar project management systems.
4. Good analytical and problem-solving skills, as well as the ability to undertake reconciliations, develop and prepare reports, implement change, and contribute to policy development.
5. Good project and portfolio management skills.
6. Well-developed ability to manage self and others in order to meet competing deadlines and deliver outcomes, being flexible, adaptable in an environment of continuous improvement and change.
7. High level of written and verbal communication and interpersonal skills, including the ability to interact effectively and provide support and advice to stakeholders and people of diverse cultures.
8. High level skills in maintaining data integrity with thoroughness, attention to detail and accuracy.
9. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.

#### Desirable

1. Project Management/Administration qualifications.
2. An understanding of the electricity generation industry.

### FURTHER INFORMATION

The preferred candidate is required to undertake a pre-employment medical, and employment is conditional on the outcome.

Approved April 2025

General Manager Assets and Engineering

Apply online:

<https://jobs.nt.gov.au/Home/JobDetails?rtfid=324040>

Closes:05/08/2025