

Project Management Officer

Location: Sydney

Reporting to: Global Head of Funds Management

New Forests seeks a qualified candidate for the position of Project Management Officer (PMO). Reporting into the Global Head of Funds Management, this role will provide project delivery across a broad range of strategic and operational initiatives within our private asset management business. The PMO will play a critical role in coordinating cross-functional efforts, developing and maintaining reporting for senior leadership, working with project leads to improve project execution, while ensuring projects are aligned with the firm's investment strategies, regulatory requirements, and business priorities.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

This role will be responsible for:

- Developing, implementing, and maintaining consistent project management frameworks, governance processes, and documentation standards tailored to private asset management.
- Maintaining centralised dashboards and reporting tools for senior leadership, ensuring transparency on project status, resource usage, and dependencies.
- Partnering with Project Leads and Global Department Heads to coordinate and track strategic project portfolios across all aspects of private funds management including investments, asset management, fund finance, sustainability & impact, governance, client services, and digital transformation.
- Supporting Project Leads in the initiation and planning of new projects in alignment with the organisational goals clearly outlining business benefits.
- Monitoring project performance against KPIs, budget, timelines and benefits realisation in accordance with the Project Management framework; escalate risks and delays proactively.
- Collaborating with all divisions across the global business to ensure smooth execution of firm-wide initiatives.
- Providing strong support in change management including developing and delivering a clear communications plan to ensure projects are well understood and bought into across the business as well as supporting implementation of projects.
- Partnering with Data Solutions and Technology teams to embed data quality control, consistency, and accessibility standards into all project phases.
- Contributing to the design and implementation of master data management (MDM), metadata repositories, data flow architecture diagrams (using Lucid or Visio) and business glossaries relevant to private market assets.
- Identifying and resolving data flow bottlenecks impacting process automation or reporting capabilities.

- Participating in system implementation or integration projects involving key platforms across the business.
- Supporting initiatives to modernize data infrastructure and analytics tools across the firm.
- Working with Project Leads to conduct post-project reviews, develop lessons learned, and recommend continuous improvements to project governance.
- Ensuring all project implementations include training and ongoing support

This role requires the following qualifications, experience, and strengths:

- Bachelor's degree in Business, Finance, Project Management, or a related field (MBA or similar advanced degree preferred).
- 3–5 years of experience in a project management or PMO role within asset management, private equity, or broader financial services.
- Strong understanding of the fund lifecycle and private market structures (e.g., closed-end funds, co-investments, secondaries).
- Project Management certification (e.g., PMP, PRINCE2) is preferred.
- Experience in application transformation desirable.
 - Good understanding of Finance ERP, CRM &/or Fund Management platforms
 - Proficient in the Microsoft suite of tools including Project, Visio or Lucid
 - Alignment with existing strategic platforms, incl integration and security
- Familiarity with industry platforms and tools (e.g., eFront, Investran, Microsoft Project, Monday.com, Jira).
- Experience managing or supporting data governance initiatives and working with data stewards, analysts, and system architects.
- High proficiency in tools such as Microsoft Project, Confluence, Jira, Excel, Power BI/Tableau, and data mapping tools.
- Experience working with cloud-based data platforms or APIs is a plus.
- Exceptional communication and stakeholder management skills, including experience supporting C-level stakeholders.
- Strong organizational skills, with a keen attention to detail and the ability to manage multiple priorities.

Preferred Skills:

- Understanding of regulatory frameworks applicable to private funds and alternative investments.
- Experience with business transformation, system implementations, or data governance projects in a financial context.
- Exposure to Agile/Hybrid delivery environments in investment firms.
- Excellent understanding of data governance frameworks (e.g., DAMA-DMBOK, DCAM) and how they intersect with business transformation.
- Strong analytical and problem-solving skills with a focus on root cause analysis and process optimization.
- Effective communicator able to engage both technical and non-technical stakeholders.
- Proven ability to manage competing priorities in a high-performance, fast-paced financial environment.

Team Capabilities:

- Decision Quality
- Resourcefulness
- Financial Acumen
- Client Focus