



XIAO MEI WANG

SENIOR PROGRAM MANAGER (AO6) | PROGRAM DELIVERY |
PROGRAM IMPLEMENTATION | STAKEHOLDER ENGAGEMENT

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QUALIFICATIONS

- Bachelor of Arts (Public Policy / Social Sciences)
- Certificate IV in Government (Project Support)

PROFESSIONAL DEVELOPMENT

- Queensland Government Program & Project Management Framework (PPMF) Training
- Writing for Government & Ministerial Briefings
- Cultural Capability & Inclusive Practice Training
- Information Privacy & Records Management



PROFESSIONAL PROFILE

Experienced Senior Program Officer with a strong background in government program delivery, policy implementation and stakeholder coordination within complex, regulated environments. Proven ability to support end-to-end program activities, prepare high-quality advice and reports, and work collaboratively with internal and external stakeholders to deliver measurable outcomes. Recognised for sound judgement, clear communication and a structured approach to managing competing priorities in fast-paced government settings.

CORE CAPABILITIES

- Program & Project Coordination
- Government Policy Implementation
- Stakeholder Monitoring & Engagement
- Ministerial & Executive Briefings
- Change, Risk & Compliance
- Reporting, Analysis & Documentation
- Cross-Agency Collaboration
- Continuous Improvement
- Records & Information Management
- Cultural Awareness & Inclusive Practice

KEY ACHIEVEMENTS

- Supported delivery of multi-stream government programs aligned to departmental priorities, timeframes and funding requirements.
- Prepared high-quality briefs, reports and recommendations for senior leaders, supporting informed decision-making.
- Coordinated engagement with internal teams, service providers and external stakeholders to improve program delivery outcomes.
- Contributed to the development and review of operational guidelines, ensuring alignment with policy, legislation and best practice.
- Identified process improvements that strengthened reporting accuracy, compliance and workflow efficiency.

AMPLE

ADDITIONAL INFORMATION

- Eligibility to work in Australia
- Current C Class Driver Licence
- Willing to undertake role-specific clearances and mandatory training

PROFESSIONAL EXPERIENCE

SENIOR PROGRAM OFFICER (AO6)

2020 – Present

Queensland Government Department | Brisbane, QLD

Provide program coordination, policy implementation and advisory support across priority government initiatives, working closely with senior officers, operational teams and external stakeholders.

Key Responsibilities & Contributions

- Coordinated planning, delivery and monitoring of government programs to ensure alignment with approved objectives, timelines and budgets.
- Developed clear, evidence-based briefs, correspondence and reports for executive and ministerial audiences.
- Supported governance processes including risk management, reporting and compliance with departmental policies and legislative requirements.
- Liaised with service providers, community organisations and cross-government partners to support effective program delivery.
- Maintained accurate records and documentation in accordance with information management and privacy requirements.
- Contributed to continuous improvement initiatives by reviewing processes, analysing data and recommending practical enhancements.

PROGRAM OFFICER (AO5)

2016 – 2020

Queensland Government Department | Brisbane, QLD

Supported delivery of operational programs and initiatives, providing coordination, reporting and stakeholder support.

Key Contributions

- Assisted in implementation of program activities, including data collection, progress tracking and performance reporting.
- Prepared routine reports, briefing notes and correspondence to support team and executive requirements.
- Responded to stakeholder enquiries and facilitated information sharing across internal and external networks.
- Supported audits, reviews and evaluations by compiling accurate program documentation and evidence.
- Worked collaboratively within multidisciplinary teams to meet service delivery expectations.

PROJECT SUPPORT OFFICER

2013 – 2016

Public Sector / Not-for-Profit Organisation | Brisbane, QLD

- Provided administrative and project support across community and government-funded initiatives.
- Assisted with stakeholder coordination, reporting and scheduling activities.
- Supported compliance, data integrity and record-keeping requirements.

SAMPLE

REFERENCES

Katherine Ingram
Project Manager
DEET
M: 0407 XXX XX

Myra Hanson
Senior Project Officer
DEET
M: 0407 XXX XX