

Ravi Menon

Program Manager | Australian Public Service (EL1-EL2)

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PROFESSIONAL SUMMARY

Delivery-focused Program Manager with 3.5 years of experience managing government grants and service programs. Skilled in program design, governance, benefits realisation, risk management and stakeholder engagement. Experienced in managing multi-million-dollar portfolios in line with the Commonwealth Grants Rules and Guidelines. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Program Manager (EL1) Jan 2025 – Present

Department of Social Services, Brisbane QLD

- Manage a \$28M grants program with 90 funded organisations across Queensland.
- Lead a 9-person team responsible for design, delivery, monitoring and reporting.
- Set governance, risk and performance frameworks, achieving 100% compliance with grants rules.
- Report to the Program Board and brief the Deputy Secretary on progress and risks.
- Improve grant payment turnaround from 20 to 12 days through process redesign.

Assistant Director, Program Delivery (APS 6) Sep 2023 – Dec 2024

Department of Health and Aged Care, Brisbane QLD

- Delivered a \$9M community health grants round from application to acquittal.
- Managed relationships with 40 grant recipients and state partners.
- Built monitoring dashboards and evaluation reports on outcomes.
- Coordinated audit responses with no adverse findings.

Program Officer (APS 5) Mar 2023 – Aug 2023

Department of Infrastructure, Brisbane QLD

- Assessed grant applications and prepared advice for delegate decisions.
- Maintained funding agreements and payment records.

EDUCATION

Bachelor of Business (Management)

Griffith University, Brisbane QLD – 2021

VOLUNTEERING

Program Volunteer 2022 – Present

Brisbane Community Trust, QLD

- Assess small grant applications and support recipient reporting.

KEY CAPABILITIES

- Program design and delivery
- Grants administration (CGRGs)
- Benefits realisation
- Risk and issue management
- Governance and reporting
- Stakeholder and provider management
- Budget management
- Monitoring and evaluation
- Team leadership

TECHNICAL SKILLS

GrantConnect

SmartyGrants

Excel

Power BI

MS Project

SharePoint

TechnologyOne

Microsoft Teams

KEY ACHIEVEMENTS

- Delivered a \$28M program on time with 100% compliance.
- Reduced grant payment time from 20 to 12 days.
- Received a Program Excellence Award, 2025.

TRAINING & CERTIFICATIONS

- APS Leadership Foundations – APS Academy
- Commonwealth Grants Rules and Guidelines Training
- PRINCE2 Practitioner
- MSP Foundation (Managing Successful Programmes)
- Evaluation Fundamentals

WORK RIGHTS & AVAILABILITY

Australian Citizen

Baseline clearance eligible

Availability

4 weeks notice; Brisbane, hybrid or flexible

REFEREES

Available on request.