

Job description

Job Title: Portfolio Management Office (PMO) Manager

Directorate: FCS

Responsible to: Head of Projects

Responsible for: Managing the PMO on behalf of the Head of Projects

Job Purpose

To support the Head of Projects in managing the Portfolio Management Office (PMO) so that programmes and projects are set up, tracked and managed in a way which gives confidence to our CEO and Board and supports successful delivery of benefits.

Key Accountabilities

Accountability	%
Support Head of Projects in defining and constructing the Commission's new portfolio of programmes and projects reflecting the arrival of a new Government and the Commission's new Corporate Plan	25
Maintain the Commission's project pipeline to ensure that no projects are started without appropriate scrutiny	10
Maintain the portfolio progress tracker, ensuring that delivery is monitored monthly and quarterly and reported to ET; flag up emerging issues and support in their resolution	10
Provide secretariat to the Project Assurance Board (PAB) and to ARAC on their regular portfolio update	10
Provide support and challenge to projects and programmes to promote successful delivery, acting as a critical friend and attending boards where necessary	10
Assist Head of Projects with review work as and when required; set up and maintain list of those with review skills and help recruit review team members when required	10

Lead on regular internal communications raising the profile of project management and communicating changes	5
Lead on project management training, working with colleagues in L&D to agree requirements, provide direct training where required and identify suitable provision	10
Work with colleagues on digital project delivery, providing support and raising awareness of agile methodology	5
Support Head of Projects and provide resilience in maintaining and updating business continuity plans	5

Key Working Relationships

The postholder will need to build strong working relationships in particular with DDTF and SPP; they will also need to work with HR and Internal Comms, and with colleagues in Facilities on business continuity. They will need to work with and build the confidence of the Project Assurance Board and ARAC. More generally they will need to build good working relationships across the Commission on a wide range of projects and programmes.

In effect the postholder will act as deputy to the Head of Projects. So they will need to be comfortable to challenge at the most senior levels. They will need to deal with conflicting demands and priorities, exercising oversight of a complex portfolio and forming judgements. They will have a considerable amount of autonomy reporting directly to the Head of Projects.

The PMO is likely to expand in order to deliver the new corporate portfolio. So the postholder is likely to be managing some project managers bedded out to projects and programmes. This will require both line management and matrix management.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?

Qualifications	Qualified practitioner; however experience and pragmatism are more important than paper qualification	D	A
Experience	Track record of delivering projects and/or programmes, preferably in the public sector	E	A and I
	Good knowledge of project methodology and ability to apply it in a common sense way	E	A, I and T
	Experience of working in a PMO, supporting and tracking projects and programmes	E	A and I
	Experience of reviewing projects and programmes, making recommendations for improvement	E	A, I and T
	Experience of working with stakeholders at all levels	E	A and I
	Experience designing and delivering project management training	D	A
	Experience of internal communications	E E	A and I A and I
	Experience of line management		
	Experience of matrix management		
Knowledge and skills	PRINCE 2 methodology	E	A and I
	Business cases	E	A
	Sound knowledge of Excel and MS Project or similar	E	A
	Good drafting skills	E	A and T
	Interpersonal skills	E	A and I
	Working knowledge of procurement and contract management	D	A

A-application and CV I-interview T-test

Job Description and Person Specification last updated: __/__/____ By: