Portsmouth
CITY COUNCIL

PMO Officer

Salary: Band 10 £42,838 - £47,181 per annum

Hours: 37 hours per week

Contract: Permanent

Reports to: Head of PMO

What is the role?

The PMO Officer is a member of a team of project management professionals reporting directly to the Head of Programme Management Office within the Corporate Services Directorate and will be part responsible for delivering the day-to-day operation of the PMO and contributing to the ongoing growth and maintenance of the PMO offer.

You will provide valuable, high-quality services to clients and play a proactive role in knowledge management to promote and implement best practice programme and project management methods, standards and documentation.

You will also provide a short-to-medium-term project management function to clients across the organisation as part of a PMO resource deployment to fill gaps in capacity or capability. Projects may be of small scale and delivered alongside core PMO duties or may be larger and require dedicated time spent largely working within the client department.

PMO functions include, but are not limited to, the following activities:

- Delivering consultancy services, providing advice and guidance throughout the programme and project lifecycle which will include, but are not limited to, scheduling, use of tools and templates, management reporting, risk and issue management, benefits realisation and lessons learned etc.
- Providing project management resource to client departments.
- Providing targeted assurance to high-value strategic projects ensuring that delivery failures and associated risks are minimised through robust inquiry and recommendations to managers and senior stakeholders.
- Undertaking gated reviews to assist projects and programmes to move from one project stage to another or from one programme tranche to another in a controlled manner.
- Maintenance and continual development of a framework of best practice standards, toolkits, guidance and methodologies.
- Advise project and senior managers in the use of effective and efficient governing and decision-making structures.
- Coach junior or less experienced colleagues who are new to managing projects or those that are incorporating project management into their regular duties.
- Providing arms-length assurance such as quality and content reviews of project documentation and reports.

Portsmouth
CITY COUNCIL

- Developing solutions, tools, templates and associated guidance; testing and evaluating their effectiveness and efficiency and maintaining them using robust version control.
- Facilitating and delivering workshops for topics such as governance, planning, risk and issue management, lessons learned and stakeholder engagement etc. and producing post-workshop reports.
- Developing and maintaining MS Project Schedules that capture all tasks and activities that need to be undertaken throughout the project lifecycle.
- Facilitating the adoption of PMO processes, tools and templates and providing ongoing guidance and support.
- Attending conferences, events and training courses to keep abreast of project and programme best practice and maintaining a bank of best practice knowledge.
- Supporting the dissemination of knowledge to the wider PMO team and to project and programme managers
- Attending meetings and networking sessions on behalf of the Head of PMO and carrying out any other tasks as directed by the Head of the PMO

Who is the person?

You need to have:

- Experience of working in, or with, a PMO.
- Excellent literacy and numeracy skills.
- A suitable project management qualification (PRINCE2 Practitioner, APM, or equivalent) or relevant and transferrable experience and familiarity / awareness of other recognised methodologies such as programme or portfolio management as well as the willingness and commitment to undertake further professional training and exams as required.
- Additional practical experience and/or accredited training in complementary areas such as risk management, finance, Earned Value Management, benefits management (desirable).
- Scheduling experience and/or training (e.g. use of MS Project).
- MS Word and PowerPoint (Intermediate level) and MS Excel (Advanced level desirable).
- Proven experience of managing a range of projects.

In addition, the successful candidate will possess:

- Experience of developing policies.
- A good understanding of the structures, processes and governance frameworks in a complex and/or political environment.
- Experience of implementing business change.
- Strong interpersonal and communication skills; both orally and in writing, and the ability to actively listen and act upon feedback, providing constructive challenge at the right time.
- The ability to converse at ease with customers and provide advice in accurate spoken English.
- A positive attitude to change and be personally and professionally flexible and resilient.
- Strong coaching and mentoring skills.
- Strong analytical and problem-solving skills.
- Ability to work both collaboratively and independently and at times with minimal direction.

- The ability to work at all levels including with Senior Managers and Members and to build supportive relationships across all directorates.
- Strong organisation skills and the ability to work accurately and meet challenging deadlines in a pressurised environment.
- Ability to prioritise and manage competing demands.
- Strong attention to detail.
- Some experience of contract and procurement processes (desirable).

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.