

Job Description

Job Title: PMO Governance Manager

POSCODE: TBC

Grade: P3

Overall purpose of the job

Reporting to the Head of Change, the PMO Governance Manager will play a key role in leading the Project Management Office; managing the Council's approach, controls and processes for Change. This includes monitoring and reporting on progress against the annual portfolio plan, future planning in line with the Council's business plan development, as well as financial and resource planning.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Operational Delivery - Lead the overall governance and performance management across the Change Portfolio working closely with the Head of Change and Service Director Policy Insight and Change. - Lead, monitor and ensure adherence to the Council's Project Management Framework, ensuring accountabilities and responsibilities are clear including gateway control points, required documentation, highlight reporting and benefits tracking and realisation. - Track inter-dependencies between programmes/projects and provide an integrated view of all programme and project activity and resourcing, providing early warning of constraints. - Lead the development of a cross-council view of all major programmes and projects including portfolio reporting to the Change Board and committees, through the creation and maintenance of reporting dashboards/presentations. - Ensure colleagues understand their accountability for project/ programme performance. - Own the council's project management framework, undertaking continuous improvement and identifying opportunities to improve practice.
2.	Operational Assurance - Lead the scrutiny and assurance of the delivery of programmes/projects within the Change Portfolio. - Lead the implementation and compliance with the project management framework to ensure that projects are defined, governed and managed in a consistent manner across the organisation. - Lead on the work with Audit and Risk to undertake audits of programmes/projects to ensure adherence to internal governance and delivery against project objectives and delivery of benefits. - Identify continuous improvement opportunities resulting from audit and assurance reports.
3.	Financial Management Lead, advise and co-ordinate the governance of specific projects ensuring compliance with corporate standards and that the specification, quality, deadline, budget targets and any other relevant requirements are met.

	- Working with finance colleagues provide reporting and management information to senior officers that enables them to make informed decisions about the council's Change Portfolio. - Monitor delivery of financial benefits across the Portfolio and ensure monthly reporting to Change Board. - Support the Head of Change to forecast Team income and lead work with finance colleagues to ensure that costs are recovered via internal recharges, capital expenditure or invoice as appropriate.
4.	Service and People Management - Provide effective leadership and management of direct reports, as well as across the wider remit of the Change Team. - Support individual projects, by acting as a 'critical friend', reviewing documentation, providing advice and guidance regarding project governance to ensure compliance and quality standards. - Work with programme/project managers across the service to embed and drive the use of standard project management methods, tools and systems. - Undertake training and take part in meetings, supervision, seminars and other events designed to assist with the effective development of the post and post holder. - Act as senior point of escalation on major projects/programmes.
5.	Communication and Stakeholder Engagement - Act as the point of contact for colleagues across the Council in relation to the application of project management framework and practice standards. - Work collaboratively with colleagues across Change as well as the wider directorate to deliver the Council's Change Portfolio. - Liaise with other PMO leads in programme/project delivery teams (CDS, Major Infrastructure etc.) to deliver reporting and to align practice and standards. - Develop and maintain relationships with key colleagues across the Directorate to ensure the approach to Change is aligned across the authority.
6.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
7.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
8.	Other Duties Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level (or equivalent experience)	Any Programme Management/Management or closely related discipline	Essential
Relevant professional qualification or membership (or equivalent experience)	e.g. Prince2, MSP, or apprenticeship programme	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Project Management	A detailed knowledge of Project Management methodologies, tools and techniques.	Essential
Service Delivery	In depth working knowledge of service delivery disciplines and the management systems and processes that support it.	Essential
Local Authority governance	Understanding of the decision making and governance arrangements within local authorities including working with Senior Officers and Members.	Desirable
Strategic knowledge across all business functions	Demonstrable knowledge of finance, quality management, business /organisational development, HR and communications	Essential
Skills		
Networking	Demonstrable ability to build strong, professional networks and relationships operating at the senior levels right across the organisation and with strategic partners, inspiring others to deliver of their best.	Essential
Stakeholder Management	Significant experience of managing stakeholder relationships and demonstrable ability to influence and negotiate across a diverse and challenging community of senior stakeholders.	Essential
Leadership	Demonstrable ability to lead a team (including those you do not line manage), sharing and growing knowledge and experience, recognising the strengths and weaknesses of others, and constructively challenging and providing mechanisms.	Essential
Continuous Improvement	Experience of analysing areas of highly complex and multifaceted activity in	Essential

	relation to current performance to drive opportunities for future efficiencies	
Communication and Presentation Skills	Ability to communicate across a diverse community of stakeholders; good networking and influencing skills. Ability to communicate complex concepts to a varied group of stakeholders in a way which is understood by all. Ability to influence stakeholders to ensure expectations and project outcomes are aligned	Essential
Understanding Complexity	Ability to understand complex situations and ask the right questions to understand underlying issues.	Essential
Problem Solving and Critical Thinking	Ability to grasp complex problems, diagnose root causes and lead development of innovative and beneficial solutions.	Essential
Professional Resilience	To be able to work under pressure to uphold the expected standards and expectations around delivery of Change across the organisation.	Essential
Experience		
Project Management Office (PMO) Experience	Experience of leading in a Project Management Office environment.	Essential
Local Authority Experience	Experience of working in a Local Authority or public sector organisation	Desirable
Results Driven	Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.	Essential
Leadership in Service Improvement	Significant experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.	Essential
Finance	Experience of tracking financial benefits in a complex programme/	Essential

	portfolio environment and/ or managing budgets	
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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