

## Job Description

Job Title: PMO Governance Officer

POSCODE: TBC

Grade: SO2

### Overall purpose of the job

The Project Management Office (PMO) function has the responsibility of ensuring best project management practices and standards are met, and that maximum benefits and value are delivered by our programmes and projects.

The purpose of the PMO officer is to support/ ensure programme and projects achieve benefits and value. They will do this through co-ordinating, planning, controlling reporting and analysing this activity to support decision makers to ensuring our strategic objectives are achieved. The PMO Officer will help provide insight, information and support which strengthens project governance and enables prioritisation decisions and effective allocation of resources. The PMO Officer will help ensure that programmes and projects are being implemented in the right way so that they are more likely to realise their anticipated benefits.

### Main accountabilities

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

<b>Main accountabilities</b>	
1.	<p><b>Operational Delivery</b></p> <ul style="list-style-type: none"> <li>• Support the Governance and Performance team and the wider service to ensure that the Project Management Framework and appropriate governance is followed across the portfolio of programmes/ projects.</li> <li>• Working closely with the Project Officers in the Programme team to track Project work to ensure that objectives, agreed milestones and gateways are delivered to a high quality and against agreed budgets, escalating risks, issues, slippages, resource pressures and pressures on delivery dates, targets and budgets that require consideration at a portfolio level.</li> <li>• Prepare and update communications on progress across the portfolio for senior leads, colleagues and stakeholders. Together with members of the Change Team develop, maintain and coordinate knowledge management systems covering the preparation, control and recording of programme/project documents, including programme/project closure and lessons learned documentation.</li> <li>• Work with Governance Officers in other programme delivery teams across the council to collate an overview, using POWA, of all major programmes council-wide for consideration by the Change Board and for reporting to Service committees and Strategy &amp; Resources.</li> <li>• Ensure the agreed project management methods, standards and processes are being followed throughout the project lifecycle.</li> </ul>
2.	<p><b>Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>• Work with colleagues across the organisation to identify, categorise and initiate appropriate governance methods and processes for new projects.</li> <li>• Provide professional guidance about the Project Management Framework and associated practices to colleagues across the organisation, including project managers and senior responsible owners (SROs).</li> </ul>

	<ul style="list-style-type: none"> <li>Work collaboratively with colleagues across Change as well as the wider directorate to deliver the Council's Change Portfolio.</li> </ul>
3.	<b>Assurance:</b> <ul style="list-style-type: none"> <li>Supporting assurance reviews of programmes/projects as appropriate and helping to oversee implementation of recommendations stemming from these reviews.</li> <li>Supporting 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.</li> </ul>
4.	<b>Reporting:</b> <ul style="list-style-type: none"> <li>Produce regular analysis and reporting on the progress of projects and programmes.</li> <li>Utilise relevant tools (e.g. POWA, Power BI) to enhance visibility of project performance and benefit realisation.</li> </ul>
5.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
6.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
7.	<b>Other Duties</b> 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	Desirable

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Project Management	Good practice knowledge of project management. This includes project planning, the identification and management of risks and issues	Essential

Governance	Understanding of the decision making and governance arrangements within local authorities including working with Senior Officers and Members.	Desirable
<b>Skills</b>		
Time Management	Excellent organisational and time management skills, with ability to self-direct and work under own initiative.  Ability to be proactive and take a systematic approach in the organisation of work.	Essential
Problem Solving	Ability to approach problem solving in an adaptable and insightful way to provide innovative and beneficial solutions.	Essential
Communication	Excellent set of inter-personal and communication skills – able to communicate with and influence a range of different stakeholders.  Ability to interpret and explain complex issues to a wide range of audiences, presenting complex data sets in a clear and meaningful way and skilled at writing and supporting the preparation of papers such as committee papers.	Essential
Negotiation and Collaboration	Ability to negotiate with colleagues to build collaborative solutions; Confidence to follow up on actions, chase submissions, etc.	Essential
<b>Experience</b>		
Experience of working in a Project Management Office	Experience of contributing to project and/or programme management. This includes project planning, the identification and management of risks and issues	Essential
Experience of working in a Local Authority or public sector organisation		Desirable
Preparing clear reports	Experience of researching and authoring reports based on relevant	Essential

	data/information, appropriate for the audience.	
Risk and Issue Management	Experience of monitoring and reporting on risks, issues and performance	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Governance	Experience of implementing and supporting governance arrangements such as Executive Boards, Project Boards, and/or Councillor committees, etc	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Experience of working in a Project Management Office	Experience of contributing to project and/or programme management. This includes project planning, the identification and management of risks and issues	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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