UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Programme Management Office (PMO) Manager, Business Change

Salary: Grade 7 (£33,199 - £39,609 p.a)

Reference: CSBCT1011

We will consider flexible working arrangements

Programme Management Office (PMO) Manager
Business Change Team

Do you thrive on working in a complex environment? Do you have experience of the operation and development of project, programme and portfolio offices? If so, this is an exciting opportunity for you to make a real difference to the management of strategic change initiatives in a world-class organisation.

The University of Leeds has a new and ambitious strategic plan. You will join a small influential team playing a pivotal role in supporting senior leaders across the university in the implementation and delivery of the plan through providing specialist PMO services.

In this role, you will apply your knowledge of PMO activities for the benefit of the University's strategic initiatives. You will have the opportunity to manage and evolve the PMO's centre of excellence and assurance processes. There is a varied stakeholder base, who require orientation around project processes and so your ability to constructively coach and influence are essential.

You will need an ability to balance priorities, deal with complex academic and financial information, and work consultatively with others in order to succeed. Working with limited supervision, the ability to organise and work to key milestones will be critical to the success of the role.

What does the role entail?

As the PMO Manager, your main duties will include:

- Maintaining and enhancing a library of project, programme and change management best practise toolkits and templates, ensuring adoption and utilisation to improve quality in project and programme delivery;
- Delivering the adoption and evolution of Microsoft Project Online with the Project Management community and other stakeholders, implementing the mechanisms to track resourcing capacity and skills, milestones, benefits, risks, dependencies and assumptions;
- Taking responsibility for the documentation of all portfolio and PMP processes in-line with the team's standards for documenting and modelling processes;
- Supporting the embedding of a suitable cascade process for project and programme status reporting;

- Supporting the collation and review of project and programme reporting for Executive audiences, ensuring quality of writer communication;
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- Supporting the Portfolio Officer in the development of an auditable inventory of capital appraisal documentation and baselining the information contained within;
- Establishing effective relationships across the University, including planning PMO inductions for new staff and supporting the leadership of the PMO Alignment group's activities;
- Contributing to the development of change management skills throughout the University through sharing best practice with other PMOs (IT and Estates); coaching and supporting other colleagues across the university and seeking opportunities to raise the profile of the team through these opportunities;
- Developing and maintaining a high level of knowledge of the latest developments within the University of Leeds, the HE sector, and best practice in PMO management in order to provide advice and guidance on a range of issues within the University;
- Planning and supporting assurance health-checks and gateway review schedules for strategic initiatives;
- Developing the team's recommendations on aspects of continuous improvement that support the Portfolio and PMO's activity and managing internal projects throughout the lifecycle to deliver new Portfolio and PMO capabilities;
- Line managing PMO staff in alignment with the growth of the PMO and demonstrating both personal and role model leadership in terms of being focussed, flexible, professional, motivated and personally effective in order to deliver the agreed deliverables and outcomes.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a PMO Manager you will have:
- Experience in leading and managing a Programme Management Office (PMO) or Portfolio Office;
- Significant experience as a PMO Specialist in understanding, shaping and applying PMO services and activities to large and complex strategic initiatives;
- Experience in using Project Planning technologies, such as Microsoft Project Professional and Microsoft Project Online;
- Experience in coaching and sharing best practice with stakeholders, with ability to challenge accepted norms;
- Strong problem solving and analytical capability – confident dealing with complex financial, performance, strategy and organisational information;
- Able to quickly develop and maintain strong internal networks across a complex organisation;
- Demonstrated ability to work to within a team environment and to tight deadlines;
- Ability to effectively interpret and communicate complex information to staff at all levels;
- Experience in managing relationships with suppliers;
- Experience of line management of a team.

You may also have:
- Previous experience working in a Higher Education environment or other heavily regulated industry;
- Holds a Prince 2/ P3O or other relevant project management qualification (e.g. APM / PMI);
- Knowledge of OGC Gateway Review Processes.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Katherine Ingham, Portfolio Manager
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Email: K.A.Ingham@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.