PMO Co-ordinator

Salary: Band 6 £26,073 - £29,777 per annum

Contract: Permanent

Hours: 37 hours per week

The Service

The Programme Management Office (PMO) is a centralised service offer providing consultancy advice and capability across the Economy, Planning and Transport Directorate and with some presence in other Directorates as and when required. The PMO defines and maintains the standards for efficient and effective Project and Programme delivery and works collaboratively with service representatives across the Directorate; project and programme management teams; and other key stakeholders (such as Finance, Legal, Procurement, Communications and Democratic Services). The PMO is adaptive and flexible to service needs, recognising that one size does not fit all. As a service we take pride in our work by valuing others, focusing on what is important so that we can make a real and positive difference.

What is the role?

Reporting to the Head of PMO you will be responsible for supporting the day-to-day operation of the PMO within the Economy, Planning and Transport Directorate and the wider PCC and contributing to the development and growth of the PMO service. You will play a proactive role in enabling the PMO to become a recognised centre of expertise providing oversight and support to drive and embed excellence in project, programme and portfolio management. Specifically, this will involve:

- Executing the Transport monthly programme and project update reports process and supporting other programme and project reporting across the Directorate as required.
- Supporting programme and project tracking, utilising spreadsheets and dashboards as appropriate.
- Booking regular health check meetings with programme and project managers and maintaining the health check meeting log in accordance with the health check process.
- Attending health check meetings and preparing the health check reports including actions.
- Scheduling and supporting the facilitation of PMO workshops including booking rooms, ordering stationery, preparing for presentations and capturing the information from the interactive exercises.
- Maintaining a tools and templates log and being responsible for the configuration control of all documents.
- Assisting with creation and review of new tools, templates and processes.
- Scheduling weekly PMO team meetings, preparing the agenda and recording actions.
- Monitoring the shared PMO mailbox and using coloured categories to prioritise queries and assign to PMO team members for delivery and ensuring timely responses.
- Schedule and attend weekly meetings with the Head of PMO to review key PMO activities for the week ahead.
- Maintaining the PMO Calendar.

- Researching training courses and options, including content, availability and costs when requested by project and programme managers across the directorate. Keeping the training log updated and building supplier relationships.
- Providing programme and project managers with project support as part of PMO's consultancy service, such as attending Board meetings to take minutes and actions.
- Support the monthly City Centre Regeneration Review Group, and other working groups and Boards as required, producing the agenda, minutes and actions and hastening attendees.
- Researching best practice, latest PMO news and useful conferences to help build knowledge and contribute to creating a 'centre of excellence'.
- Maintain the PMO file structure and integrity and regularly review the Project Information Overview documents updating as and when required.
- Maintain the PMO team training log. Informing team members when training renewal is due.
- Act as the SharePoint co-ordinator and M365 Champion for the PMO.
- Champion the PMO and its tools, templates and processes.
- Carrying out any other tasks as directed by the Head of the PMO and other members of the PMO.

Who is the person? You need to be/have:

- Adaptable and flexible with the ability to work under pressure.
- Confident and resilient and able to interact with people at all levels in the organisation and externally.
- Proactive with the ability to work independently with little supervision.
- A good team player with strong administrative capabilities to ensure the team operates efficiently.
- A forward-thinking person able to contribute to the growth of the PMO.
- Highly organised with experience of working to deadlines and using your own initiative to solve problems.
- Possess the ability to build good working relationships with individuals at all levels based on trust and integrity.
- Proven experience of diary management and accurate minute taking.
- Strong analytical skills and excellent attention to detail to ensure the accuracy of information and reporting.
- Have excellent written and verbal communication skills and be professional at all times, delivering exceptional standards of customer service.
- Project management qualification or experience of project management is desirable but not essential.
- Experience of working in a project / programme environment in a project support role
- Competent in the use of MS Word, PowerPoint, and Outlook in the work environment.
- Excellent working knowledge and experience of the functionality provided by Excel.
- Ability to use MS Project to create and maintain project schedules is desirable but not essential.
- Familiarity with Visio.
- Familiarity with SharePoint and M365 / Cloud technology.
- Pass or higher in GCSE Maths or equivalent.
- Pass or higher in GCSE English or equivalent.

Additional information

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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.

You will need to demonstrate that you have the Right to Work in the UK. No post will be

offered without it