Role:	ICT Portfolio Management Office (PMO) Resourcing & Financial Lead
Department:	Commercial
Salary:	From £50,000 per annum
Responsible to:	Head of Projects and Programmes

Job Purpose:

The Portfolio Management Office operates within a busy, fast paced environment. The key objective of the role is to effectively maintain and support the resourcing of the project portfolio across the entire business whilst ensuring our customers receive an efficient, friendly and professional service.

The resourcing lead ensures that current and future programmes and projects are equipped with enough staff with the right skills, at the time they are needed, and that those resources are used as efficiently as possible.

The PMO plays an integral role during the initial planning stages by partnering with colleagues in different roles to clearly identify owners, assess workloads and the impact across the different departments.

The resourcing lead will develop the PMO function in terms of people, maintain and improve standards, processes, governance, resource forecasting and allocation and provide tools to be used by the PM team to achieve a consistent approach across all projects.

Main duties and responsibilities:

- Provide guidance, documentation, and metrics related to the practices involved in managing and implementing resources across the portfolio.
- Ensure Portfolio Resource plans are in place to meet current and future known demand.
- Actively source resources through our partner networks and direct recruitment working with HR and the service towers.
- Assist in the production of proposals by ensuring that all proposals have a resource plan and start date allocated
- Assist the Project Managers in the production and maintenance of project plans, risk and issues, and other project related activities in line with PMO activities.
- Develop and maintain a skills matrix across the business to enable adequate resource allocation to Projects.
- Monitor progress and complete regular reports on delivery and overall project status including reports to senior management on the effectiveness and efficiency of resource allocation.
- Understand and comply with company procedures, working practices and look to continually develop the PMO function to ensure there is alignment to industry standards.
- Maintain the Portfolio finances for projects to ensure we can forecast our milestone payments, actuals, and profit for our Finance Teams.

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Filename: ICT Portfolio Management (PMO) Resourcing and Financial Lead
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- Realign forecasted milestones in the Project Management tool to meet current project plan expectations.
- Assist the Finance teams to rectify any invoice payment issues by discussing disputes with project managers.

Cyber Security and Risk Management responsibilities

- All members of the Cantium Executive and Operational Committees are accountable for ensuring the safety and integrity of the data held and processed across their specific service tower.
- It is your responsibility to ensure all security measures are implemented appropriately within your specific area, in addition to ensuring that all relevant processes and procedures are reviewed on a continual basis to comply with both Cantium policy and standards set by the ISO 27001, Cyber Essentials Plus and other standards as applicable.

Description of Business

The Company is dynamic and agile and is built on a new service culture based on 4 key principles;
- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company's reputation for delivering high quality back-office services to its customers.

Person Specification

Qualifications	• Professional qualification as follows: Prince2, MSP, APM, P30 Foundation or levels (desirable) OR equivalent.
Experience	• Significant experience of resource allocation across a large portfolio of Projects. • Experience working as an I.T PMO manager role with the ability to handle a complex IT project portfolio autonomously. • Experienced in using SharePoint, Office Products, Power BI and ServiceNow. • Excellent knowledge of PMO tools and techniques.
Skills & Abilities	• Strong senior stakeholder management skills. • Advanced MS Office skills and Excel are a must. • Proven experience in managing and improving processes. • Ability to hold people to account. • Strong problem-solving and analytical skills. • Extremely well organised and detail focussed. • Commercially astute, innovative and entrepreneurial. • Team leadership, management, coaching and mentoring skills. • Excellent ability to resource plan.
Knowledge	• Excellent knowledge of PMO tools and techniques. • Excellent knowledge of programme and project management methodologies. • Excellent understanding of ICT strategy, roadmaps, standards ect.