

## Kent County Council

### Job Description: *PMO Lead Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport (GET)</b>
<b>Unit/Section:</b>	<b>PMO, GET Portfolio Team, Corporate Director's Office</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>GET Portfolio Delivery Manager / Head of PMO</b>

#### **Purpose of the Job:**

Working under the direction of the GET Portfolio Delivery Manager/Head of PMO, continuously improve the capability of the programme and project management function across GET by providing expert knowledge, guidance and support as regards to planning, monitoring, tracking, control, resourcing, governance and delivery. Provide expertise in the development of business cases and assurance thereof. Act as a change agent and ensure that the right projects are undertaken to meet strategic outcomes and are delivered on time to quality standards.

#### **Main duties and responsibilities:**

1. Responsible for managing and tracking the portfolio's overall performance, providing an ongoing assurance and health-check by assessing whether projects continue to meet overall strategic and project-related objectives. Assess and manage portfolio-level risks, assumptions, issues and dependencies.
2. Define and maintain standards for programme and project management within GET, working with Corporate Assurance and other PMOs across KCC. Provide documentation and guidance to ensure first class programme and project management approaches from initial development of business cases through to design, delivery and sustainability.
3. Create and support strategies and processes for the effective planning, monitoring and delivery of programmes and projects across GET, including the collation of status reports and project updates in order to track and report on progress. Manage the Pipeline and processes for project initiation, approvals, stage-gate/assurance reviews and lessons/closure to ensure robust processes are in place to support decision making and approvals.
4. Provide high-level expertise, assurance, advice and guidance on the development of business cases and funding bids to the required standards expected by GET, KCC and external funding bodies, e.g. central government departments, European funds, SELEP, etc., with a particular focus on the development of in depth and robust Economic cases and appraisals.
5. Support project/programme managers to establish and monitor project plans, budgets, risks, issues, dependencies and financial/non-financial benefits. Identify consistent areas of improvement across all projects and programmes to recommend and

influence required policy change. Use best practice governance and quality assurance to ensure high standards of programme and project management execution.

6. Ensure lessons learned are captured, shared across GET and actions put into practice for the ongoing improvement of programme and project management across the Directorate.
7. Manage, understand and maintain the overall database of programme and project information across GET. Analyse and interpret data to provide clear metrics, measures, quality assurance, dashboards and continuous improvement to support decision making. Provide appropriate challenge to support effective delivery of projects/programmes.
8. Provide executive support to Portfolio Board, managing the monthly reporting and decision-making cycle in line with key milestones. Represent the PMO and Portfolio Team at relevant governance meetings across the Directorate as required, providing regular updates on the progress of the portfolio and highlighting key areas of risk.
9. Support the PDM in developing a Portfolio Team Engagement and Communications Strategy and Implementation Plan. Support the delivery of engagement, communication and change activities across GET and KCC. Provide regular updates and feedback to the GET PPM community, Programme/Project Boards, divisional management teams and other stakeholders as required through presentations, reports and briefings.
10. Assist the Portfolio Delivery Manager in defining and implementing the Resource allocation process for assigning and scheduling available programme and project management resources in the most effective and economical manner.
11. Manage the PMO team, as well as other members of staff and/or suppliers as necessary. Provide support and advice to the team to deliver best practice portfolio, programme and project management principles, to drive continuous professional development and staff retention.
12. Act as a change agent and lead for innovation, best practice, learning and development through researching, championing and embedding new methodologies, technologies and working practices. Ensure the capability of the PPM community through training and development, including the coordination of access to formal learning and qualifications.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *GET PMO Lead Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to degree level (or equivalent)</li> <li>• Qualification in portfolio, project and/or programme management (for example, Association of Project Management and/or P3O)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of running or working in a Portfolio or Project Management Office (PMO) at a senior level</li> <li>• Experience in maintaining a portfolio or large-scale programme, and making strategic recommendations to decision-makers</li> <li>• Substantial experience in the development and assurance of Business Cases and Economic Appraisals (to the Treasury 5 Case Model/Green Book standards)</li> <li>• Experience of, and track record of embedding best practice project and programme management</li> <li>• Experience of working with, and providing effective support to, senior managers projects within large organisations, e.g. local government sector, other public sector partners and external bodies</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to develop excellent relationships with Project and Programme Managers in the Portfolio Team and across GET. Work with them collaboratively to form a close-knit team that delivers successful outputs</li> <li>• Demonstrated capability in writing, developing and assuring business cases and economic appraisals to the Treasury 5 Case model/Green Book standards</li> <li>• Show effective interpersonal and communication skills and hold sufficient credibility to be able to advise, influence and engage project teams, Senior Managers and Directors.</li> <li>• Demonstrated capability for problem solving, decision-making, sound judgement, assertiveness</li> <li>• Strong analytical skills with an organised and systematic approach and an ability to accommodate a wide and complex range of issues.</li> <li>• Flexible and adaptable approach with a focus on delivery to deadlines and high standards.</li> <li>• Strong management and leadership skills and able to drive and lead teams to deliver success</li> <li>• Excellent technical (MS Office 365, Project, Visio, Excel, SharePoint etc.) and presentation skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to manage and monitor budgets and resources</li> <li>• A pro-active and flexible approach within a changing environment</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of project and portfolio management methodologies and wider change management arena</li> <li>• Knowledge of data gathering and business analysis approaches, uses and presentation (for example, structuring business data in a meaningful way).</li> <li>• Comprehensive knowledge of policy and procedure agendas within KCC, including roles of teams, officers and members, partnership agencies and the political arena</li> <li>• Political awareness, diplomacy and sensitivity</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Act with integrity, honesty and transparency</li> <li>• Demonstrate healthy attitude to risk</li> <li>• Welcome and expect change and evolving technology</li> <li>• Adopt new approaches to ways of working</li> <li>• Be willing to learn</li> <li>• Work as a whole council</li> <li>• Treat people fairly and with respect</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>• Work in an open and collaborative way in order to find new solutions</li> <li>• Innovate</li> <li>• Put the interests and wellbeing of customers first</li> <li>• Be open to challenge and change</li> <li>• Actively encourage and expect contribution</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Deliver at pace</li> <li>• Look for ways to save money</li> <li>• Look for commercial opportunities</li> <li>• Focused on outcomes</li> </ul>