

GLPC Job Description

	Job Title	Project Management Officer
	Directorate	Finance and Resources
	Department	Digital Services
	Grade	PO1
	Reports to	Delivery & PMO Manager
	Staffing Responsibility	Some supervision of junior staff/apprentices

Job Purpose:

1. To assist the other Shared Technology Services staff with the provision of support and guidance on policy, internal standards and processes for the project and portfolio management.
2. Ensure delivery of up to date portfolio reports for use in governance and project boards.
3. Attend governance and project boards to record and minute decisions and actions, and ensure that these are tracked to completion.

Principal Accountabilities and Responsibilities:

1. To maintain programme and project files and service project boards, team meetings, quality review and other related meetings.
2. To provide basic advice and guidance on policy, internal standards and processes for the project and portfolio management.
3. Assist the Delivery & PMO Manager in the tracking, management and reporting on the portfolio of projects, both for potential future demand and current in-flight.
4. Provide administrative support for meetings where PMO knowledge is required. This includes setting up and administrating programme meetings, including the recording of meeting action logs and decision logs.
5. Work with the Delivery & PMO Manager and other Project Manager / Business Analysts across the service to ensure effective communication takes place within the shared service and between the project team and the partner councils.
6. Manage and maintain relationships with partner stakeholders including governance, assurance, resourcing, finance and commissioning.
7. Manage agency and staff vacancies across the delivery team, manage recruitment campaigns on behalf of the team, with support from the Delivery & PMO Manager.
8. Monitor and analyse financial reports relating to programme resourcing,
9. Monitor the risks and issues register and escalations and follow up actions.
10. Monitor programme actions and decisions logs ensuring next steps are actioned.
11. Oversee and monitor consistent document management standards across the service, manage system permissions for document management.
12. Assess and evaluate information received from projects from a range of reporting sources;

13. Assist with drafting documentation and reports, and preparing procedure and guidance documentation in conjunction with Project Manager / Business Analysts.
14. Identify and resolve operational problems, escalating more complex and difficult issues upwards to relevant members of the Partnerships & Projects team.
15. Apply Continuous Improvement principles, tools and techniques to working practices to improve efficiency of.
16. Manage the PMO work trackers and task allocation sheets and update of work status sheets.
17. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
18. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
19. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	No check required
Politically Restricted	No

Person Specification

	To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
Qualifications and Professional Membership requirements: • Evidence of on-going professional development. • Knowledge of IT Project Management methodologies such as PRINCE2 and SCRUM/AGILE.	A, I (for all)

Knowledge (please specify all essential criteria): • Knowledge of the IT Infrastructure Library (ITIL) framework. • Knowledge of Project Management Office functions in large complex organisations. • Significant knowledge of IT Project Management methodologies. • Knowledge of a complex IT support service across large multi faceted organisations • Must have knowledge of local authorities or similarly complex organisations • Aware of principles, methods, techniques and tools for the effective management of projects from initiation through to implementation. Examples: Agile, PRINCE2. • Aware of corporate, industry and professional standards, policies, regulations, compliance and codes of conduct associated with the role. • Aware of configuration management and version control. • Aware of the Operational / Service Architecture used with the organisation.	A, I (for all)
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Experience (please specify all essential criteria): • Experience of working in a complex IT environment. • Experience of working in a project delivery role, or PMO role.	A, I (for all)
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Skills and abilities (please specify all essential criteria): • Communicates effectively verbally and in writing. • Works under general direction. • Strong analytical skills and attention to detail. • Uses discretion in identifying and responding to complex issues and assignments. • Usually receives specific instructions and has work reviewed at frequent	A, I (for all)
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milestones. • Determines when issues should be escalated to a higher level. • Interacts with and influences colleagues. • Has working level contact with customers, suppliers and partners. • May supervise the work of others or make decisions which impact the work assigned to individuals or phases of projects.	
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List desirable criteria:	
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