



CPMO Manager

Reports to:	CPMO Lead		
Department:	Service Reform and Strategy	Grade:	PO7
DBS Status:	No check required	Politically restricted:	No
Job Purpose:			
<p>Lead the establishment and development of Brent's Corporate Programme Management Office (CPMO) as a centre of excellence for programme, project, and portfolio management. Drive adoption of consistent PPM standards, methodologies, and governance across the organisation. Provide strategic and operational PMO advice and guidance to major transformation programmes within the corporate change portfolio.</p> <p>Enable effective planning, delivery, assurance, and benefits realisation across council-led change initiatives. Strengthen organisational capability by embedding a Brent-specific change methodology and building a community of practice in project and programme management. Promote transparency, accountability, and evidence-based decision-making for senior stakeholders, boards, and the Corporate Management Team.</p>			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council. 2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability. 3. Manage a customer focused service and the effective use of resources. 4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service. 5. Support effective working relationships and act as an ambassador and advocate with external organisations 6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards. 7. Develop, implement, and maintain CPMO frameworks, processes, templates, and standards 8. Provide expert guidance and challenge to programme and project teams to ensure compliance with governance and PPM best practice 9. Lead the development of a Brent-specific hybrid methodology incorporating Waterfall and Agile approaches 10. Lead the creation and operation of a council-wide community of practice for Project and Programme Managers and their teams. 11. Produce high-quality programme, project, and portfolio reporting for senior boards, SROs, and corporate directors 			

12. Lead prioritisation, planning, resourcing, and benefits management across the change portfolio
13. Lead to assurance activities, including health checks, gateway reviews, and risk/issue deep dives
14. Support delivery teams with hands-on PMO activities such as planning, RAID management, and change control
15. Promote consistent documentation, quality control, and evidence standards across all transformation programmes
16. Facilitate stakeholder engagement, collaboration, and communication across departments involved in change delivery
17. Build capability through coaching, training, and development of project and programme managers
18. Identify and address barriers to adoption of CPMO processes, particularly in teams unfamiliar with structured PMO oversight
19. Build and maintain strong working relationships at all levels to inspire confidence and support, demonstrating political awareness and sensitivity to the needs of key stakeholders.
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21. Deputise for the CPMO Lead at programme boards, cross-council meetings, and senior leadership forums
22. Promote continuous improvement in project delivery, reporting quality, and portfolio management
23. Ensure alignment of programmes with corporate priorities, delivery plans, and financial constraints.

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.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Programme or project management certification (e.g., PRINCE2, MSP, Agile)
2. Evidence of continuing professional development in project, programme, or portfolio management
3. Strong understanding of programme, project, and portfolio management principles and methodologies
4. Knowledge of PMO governance, assurance, and performance reporting practices
5. Understanding of change management and benefits realisation frameworks
6. Awareness of public sector operating environments, constraints, and governance requirements
7. Familiarity with both traditional and agile delivery approaches
8. Knowledge of PPM tools, reporting systems, and portfolio dashboards

Experience

9. Proven experience in PMO, project, or programme management roles in complex environments
10. Experience working at both operational and strategic levels within a transformation environment
11. Demonstrated ability to support or lead delivery in resource-constrained and challenging settings
12. Strong background in stakeholder engagement and presenting to senior leadership or Boards

13. Experience overcoming resistance to change, embedding governance, and improving delivery discipline
14. Experience contributing to the development of frameworks, methodologies, or centres of excellence

Skills and Abilities

15. Excellent communication skills, with the ability to influence and challenge at all levels
16. Strong analytical and problem-solving abilities, including interpretation of complex data
17. Ability to build effective relationships and foster collaboration across diverse teams
18. Skilled in producing high-quality reports, dashboards, and executive-level insights
19. Resilience and adaptability in a fast-changing, financially constrained environment
20. Ability to manage conflicting priorities and work across multiple programmes concurrently
21. Confident facilitator with the ability to support workshops, Boards, and communities of practice
22. High level of organisation, attention to detail, and commitment to delivery excellence

Overall Headcount: 2 direct reports with the matrix management of up to 6 staff.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs