	Job Description	Job Reference
WOKINGHAM BOROUGH COUNCIL		

Job Title	PMO Support		
Service	Chief Executive Office	**Team**	Digital & Change
Location	Shute End / Smart Working		
Reports to	Programme Delivery & PMO Manager		

Grade:	**Type of position:**	**Hours per Week:**
5	Full Time	37

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

Drive, lead and manage major and complex change at pace to increase the efficiency and improved outcomes for Wokingham, ensuring involvement and engagement with key stakeholders. Working collaboratively with the senior leadership team of the Council and stakeholders to deliver the objectives of the Council's Change Programme.

The service provides core services and leads across the Council on customer services strategy and standards, information technology, disaster recovery and business continuity planning and strategic engagement with the public and the Council through quality communications.

General Description of the Role

The post-holder will be responsible for supporting the PMO administration to ensure processes and procedures are followed that align to our governance framework. Support the Project Managers to ensure data is comprehensive and consistent to support the PMO cycle of governance.

The individual requires the ability to deliver outcomes under little supervision and be proactive providing assurance and checks to improve outputs of the Business Change portfolio. They will also support across the rest of the Council to disseminate best practice and help improve performance.

Organisation Chart
Director Of Communities Insight and Change | Assistant Director Digital and Change | Digital and PMO Manager | Programme Delivery and PMO Support Manager

Main Accountabilities of the Role	
1	Responsible for support and coordination across the portfolio. • Coordinating and supporting project health checks • Working collaboratively with PMs to obtain updates • Maintaining the governance and reporting cycles so information is prepared for relevant forums • Understanding and reporting to PMO on programme/project areas of concern • Understanding resource impacts for review by PMO • Monitoring project/programme risks and issues are aligned to project updates • Supporting the change control process and centralised tracking of data • Monitoring the Change Gateway forum outputs for the central portfolio
2	Developing the PMO and supporting tools to enable analysis and summary of data • Tracking of the Portfolio hub to ensure all data is current • Coordination of Teams sites and user access • Supporting the Power BI development of automated insights of the portfolio data • Supporting programme reviews and all updates and planning are captured centrally • Support on-boarding of new staff • Supporting development of templates and framework documentation • Supporting benefit tracking process

Additional Corporate Responsibilities	
1	**High Support, High Challenge:** To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	**Behaviour:** Works within the Council's "competency framework" and adheres to the Code of Conduct and the Council's Constitution.
3	**Health and Safety:** Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	**Equal Opportunities:** To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	**Safeguarding responsibilities:** At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.

Person Specification		
A focus on qualifications, skills, knowledge and experience an individual will require to successfully undertake the role.		
Qualifications	**Essential**	**Desirable**
	Relevant PMO experience and competencies in Governance, Frameworks and project/programme methodologies	Knowledge of local government. Educated to degree level (or be able to demonstrate equivalent knowledge, appropriate skills and aptitude).
Technical Skills	**Essential**	**Desirable**
	Schedule management, Finance & Benefit tracking, RAID management, Governance and Quality Assurance, Change control. Good facilitation, reporting and communication skills Ability to work on own initiative, to solve problems, and to take decisions to secure required results. Experience of using Microsoft including Sharepoint & Teams, Word, Excel, MS Project, MS Visio, PowerPoint	Experience of PPM software
Knowledge and experience	**Essential**	**Desirable**
	Proven ability working with a PMO / Project Managers to report on Portfolios, Programmes and Projects. Demonstrable ability to analyse and evaluate complex information from a range of sources for reporting and insight. Experience of application of a recognised Project and/or Programme Management methodology.	Experience of managing staff Ability to give support, advice and assistance on Project and Programme Management methodologies.