

Job Description

Job Title	Head of Enterprise Portfolio Management Office
Department	Chamberlain's Department
Grade	G
Location	Guildhall
Responsible to	Assistant Director Portfolio Management
Responsible for	<ul style="list-style-type: none"> • PMO Analyst x 5 • PMO Support Officer
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

The purpose of the role is to manage a team to provide project, programme and portfolio management services to the City of London Corporation. The EPMO provides support working across the entire Corporation project portfolio by:

- Providing a coherent set of performance and cost data representing a 'single version of the truth' to be used for reporting at all levels.
- Providing an accurate reflection of the true status of each initiative, unconstrained by real or perceived external pressures, to enable the right level of support and decision-making to be provided by senior management
- Providing support to Project/Programme Managers in reporting, escalation, quality assurance and auditing, and application of standards and best practices
- Providing professional Project and Programme Management advice based on personal experience and in-depth knowledge
- Achieving efficiencies and economies of scale by setting project/programme management standards and providing fit-for-purpose templates and models

Main Duties & Responsibilities

The core duties of the role are:

1. Lead the EPMO to support the delivery of the Corporation's complex portfolio of projects and programmes through the establishment of governance, controls and assurance frameworks.

2. Provide professional advice and leadership to Project Managers, Senior Responsible Owners and Elected Members on all parts of the project lifecycle.
3. Provide expert challenge and guidance to Project Managers to ensure the credibility of project business cases with input from specialists as necessary.
4. Develop, agree and manage budgets at a portfolio, programme and project level ensuring whole life costs are considered and effective cashflow analysis and forecasting takes place.
5. Manage the PMO team ensuring the effective deployment of resources to meet organisational priorities. Advise Project Managers on the identification, recruitment, development, deployment and reassignment of resources throughout the project lifecycle.
6. Advise project teams on appropriate tools and techniques for managing stakeholder relationships. Provide assurance to the senior leaders/Elected Members on the effectiveness of stakeholder management arrangements.
7. Establish the project processes and standards for managing risks and issues. Provide challenge across the Corporation's portfolio to ensure consistency in approach and to identify strategic risks with potential to impact at a corporate level.
8. Design and manage the project governance framework ensuring effectiveness and proportionality. Act as the second line of assurance, leading external reviews e.g. Gateway Reviews at appropriate points in the project lifecycle. Monitor the effectiveness of controls and ensure that recommendations from external reviews are acted upon.
9. Establish and implement protocols to change the scope of projects and/or programmes and update configuration documents as required.
10. Establish and operate project controls, reporting on project progress and status to appropriate bodies. Identify common capabilities and opportunities for linking up, re-using and sharing of methods and resources between projects and programmes. Ensure learning from experience is disseminated across the organisation.
11. Identify, develop and share best practice project management processes, tools and templates and benchmarks against industry standard.
12. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
13. To undertake any other duties that may reasonably be requested appropriate to the grade.

14. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title	Head of Enterprise PMO
Department	Chamberlain's Department
Grade	G
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

Professional qualification in a recognised project/programme management discipline or equivalent experience. Relevant qualifications include:

PRINCE2 Practitioner
 Managing Successful Programmes Practitioner or Advanced Practitioner
 Agile Project Management Practitioner
 P3O/P3M Practitioner
 APM Chartered Project Professional
 APMG International Project Planning and Control Practitioner
 Management of Risk Practitioner

Experience Required

Substantial experience of establishing and/or running a project/programme management office developing an enabling service offering in a complex organisation

Thorough and in-depth experience of working on high value and/or complex programmes preferably in a public sector environment

Successful track record of capital programme delivery

Significant experience delivering complex high-value programmes within a large organisation with experience of successfully managing significant budgets

A successful track record in the management of staff including direct line management and within matrix structures with evidence of effective partnership and cross-party working, achieving results through influencing others not in the direct management line

Significant experience of managing programme resources in order to effectively allocate and deploy resource to proactively manage identified risks.

Extensive experience of developing new, or significantly improving existing, governance and assurance frameworks within a programme environment

Substantial experience of developing robust and credible business cases with a focus on benefits realisation

Significant experience of working within a political environment with strong working knowledge of local government and wider public sector

Significant experience of establishing and supporting a new team to move quickly to high performance.

Technical Skills & Knowledge

Ability to establish personal credibility and provide clear and timely advice and guidance to Elected Members and senior officers on key issues.

Ability and confidence to provide challenge to senior officers and Elected Members

Highly developed ability to ensure strategic alignment and thinking across service areas

Ability to effectively allocate resources in order to meet competing demands and ensure effective prioritisation

Excellent leadership and people management skills with the ability to build a cohesive team with shared goals.

Expert-level knowledge of project and change management, methodologies, techniques, processes (e.g., Project and Portfolio Management Methodology – PPM) with detailed knowledge of delivery at every phase of the project lifecycle.

Highly financially literate with excellent programme budget management skills including the ability to accurately forecast.

Extensive knowledge of PPM tools and systems with the ability to develop the organisation's approach to the management and reporting of projects and programmes.

Ability to horizon scan to anticipate and adapt to changes within the operating environment with highly-developed ability to proactively manage risks

Strong analytical skills with the ability to produce high quality, targeted and useful reporting, presentation materials and management information

Excellent communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based on data, logic and the objective merits of solutions

Ability to plan, develop, maintain and apply quality management processes to ensure adherence to agreed standards.

Proven ability to Identify, quantify, map and track project benefits to justify investment in the project and provide assurance that benefits can be realised

Strong working knowledge of public procurement regulations

A creative, innovative, strategic and lateral thinker, with a commitment to continuous improvement

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £63,910 - £72,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.