

## JOB DESCRIPTION

<b>JOB TITLE:</b>	PMO Planning/Schedule Manager
<b>MANAGED BY:</b>	Head of Service - PMO / PMO Manager
<b>GRADE:</b>	11

## ROLE OVERVIEW

Reporting to the Head of Service, this role will lead on all scheduling on behalf of the authority's Infrastructure Directorates' Programme Management Office (PMO). The PMO provides the framework, oversight and the necessary controls across 8 sub programmes with a total value in excess of £800m. A recent significant increase in funding now requires the existing PMO to grow and mature in order to meet the organisations developing needs and provide the necessary governance and delivery certainty. The post holder will provide an integral role within the PMO to lead, manage and assure all facets of the scheduling process required to assure the delivery of the projects and programmes within the Infrastructure Directorate. Specifically, the role holder will lead on the following:

- Create and own the standards and processes which facilitate timely and accurate schedule analysis and reporting at Programme and Portfolio level.
- Own and manage integrated master schedule, schedule analysis and schedule reporting to inform stakeholders on project status and progress.
- Develop scheduling processes amongst PMO / Combined Authority team, including rollout and training of appropriate software and IT compatible with the Combined Authority IT system.
- Undertake regular assurance reviews of inputs for Project, Programme and Portfolio scheduling • Provide a framework including standard operating procedures for a standardised, consistent approach for portfolio, programme, and project scheduling.
- Own the products and processes covering Scheduling.
- Develop scheduling maturity amongst the PMO/wider Combined Authority team through use of process, technological, software enhancements.

## THE ROLE

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## KEY RESPONSIBILITIES

- Develop, implement, and maintain an integrated master schedule for the PMO, incorporating multiple programmes and projects.
- Manage planning/scheduling monthly assurance of Combined Authority projects.
- Establish and lead on the application of specific planning/scheduling methods, techniques, and tools.
- Lead the scheduling team to efficiently validate and check schedule management inputs in line with scheduling procedures • Produce regular clear, concise, persuasive schedule analysis, reports and commentary at project, programme, and portfolio level to all stakeholders.
- Enable the timely, accurate production and issue of schedule information to meet required reporting and governance timetables
- Good working knowledge of planning/scheduling, project controls methodologies • Continually monitor the performance of the schedule and make recommendations for interventions/changes as required and implement where appropriate.
- Advise on complex schedule requirements and communicate analysis and corrective measures effectively.

- Ability to play key role in PMO team and take lead role in creating plans or analysing trends using numerical and statistical techniques.
- Lead and manage a team of professionals delivering planning/schedule management services and responsible for staff development.
- Develop schedule data to align with automated reporting – Power BI
- Support the upskilling of Combined Authority staff in effective schedule management.
- Continue to deliver comms/engagement with wider Combined Authority teams/partners regarding project schedule information.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Recognised Project / Programme / Portfolio Management related qualification(s) (MSP, PRINCE2, APM etc.)
- Professionally chartered or working towards chartered status.

#### Experience

- Experience in developing and leading effective scheduling within Programme Management Office
- Experience in developing and managing large integrated programme and project schedules.
- Experience in schedule / planning of infrastructure projects is highly desirable.
- Experience managing small teams and resources
- Experience mentoring and developing teams including developing individual development/training plans.
- Experience of local authority / combined authority / government working methods and processes
- Experience of working in a complex stakeholder environment at a senior level and can demonstrate ability to develop and maintain effective relationships.

- Working with and advising Senior Officers.

#### Skills and Competencies

- Ability to persuade and influence colleagues to satisfy the client requirements
- Experience using a range of scheduling software including Microsoft Project and Primavera P6.
- Excellent communication skills, clear and concise.
- Strong collaborator who can engage a variety of stakeholders.
- In depth knowledge of schedule management tools and software
- Strong understanding of data management and can use it to provide effective and timely advice to clients/Project teams
- Able to relate to all staff throughout an organisation, whilst remaining professional.
- Demonstrate the ability to work accurately under pressure with frequent changes of priority.
- Have demonstrated the ability to work with initiative and plan work for the team to meet conflicting and changing priorities.