

JOB DESCRIPTION

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

BACKGROUND

The West of England Combined Authority is seeking to appoint a PMO Planning/Schedule Manager to join the PMO team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

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.

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 Offices
- 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.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities' employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.



