

JOB DESCRIPTION

JOB TITLE:	Senior PMO Planner
MANAGED BY:	PMO Manager
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior PMO Planner 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.

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

THE ROLE

The Combined Authority is seeking a Senior PMO Planner with specific experience in scheduling and planning at both a project and large programme level. The ideal candidate will have the ability to garner complex/diverse information and design structured plans. The Planner will also be able to support the development of such plans and understand build, install and commissioning requirements. Implementing clear and concise information flows will be a critical part of the role.

The Senior Planner will work with Programme and Network Managers within the Combined Authority and Unitary Authorities, helping the identification of cross dependencies and constraints across projects and producing a updates on plan progress across the Infrastructure Portfolio.

The Senior PMO Planner will support transition to execution of plans, including monitoring and reporting, adjusting plans as required and conducting contingency planning as necessary. The post holder will also be required to deputise for the PMO Manager in meetings and take online management responsibilities for PMO Analysts and

Project Support Staff

The role will also involve assisting the PMO Manager in undertaking health checks on projects, work to improve the quality of information provided, actively assuring the data to provide confidence in the insights provided.

Most importantly, you will be a proactive person with great interpersonal skills, who wants to help us to embed best practice in Project Management.

KEY RESPONSIBILITIES

- Working with colleagues in Network Management in our Unitary Authority Partners and supply chain to schedule and plan cross dependencies, identify constraints, ensuring holistic integrated plan is kept up to date
- Lead on schedule risk analyses and adjustments by holding regular assurance reviews of individual projects and programmes and Network Management
- Working with the PMO Manager as required to support development, roll out and embedding of financial, change, reporting, planning and other assurance or governance improvements.
- Develop and maintain company procedures and systems on project planning and scheduling
- Lead the rollout of planning best practice, ensuring staff are trained and providing ongoing coaching for staff as required
- Work with the PMO Manager to move towards an automated reporting solution
- Facilitate inception and planning workshops with projects to assist with the production of individual project and programme plans
- Produce update reports on plan progress across the portfolio for use in steering groups and senior executive reporting
- Lead the Planning disciplines across the Programme, working from definition to closure stage with colleagues in the Combined Authority, Unitary Authorities and supply chain on scheduling and the identification of cross dependencies, constraints
- Work with the PMO Manager, Heads of Service and Programme Managers to maintain the departments resource plan

Deliver continuous evaluation of KPI performance and continually gauge KPI compliance and relevance

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Demonstrable experience in project assurance, reporting, analysis
- Expert user of relevant project planning tool such as Primavera, MSP, Excel, Power BI, Project Online
- Advanced analytical skills and ability to cross reference financial, schedule, resource, and risk data
- Relevant project management qualifications in any of the following P30, Portfolio Management, Programme Management, APM or Prince 2

Experience

- Experience in setting up and running reporting, planning, assurance processes
- Experience of working with large and complex programmes in private or public sector construction or infrastructure delivery
- Experienced Analyst with a minimum of 5 years working at a Senior PMO level
- Proven track record in data analysis and assurance

Skills and Competencies

- Excellent relationship management and communication skills
- Excellent capability in developing a project schedule from scratch, assuring plans, assessing for cross dependencies
- Proven project experience in working in projects, programme, and portfolio management
- Pragmatic individual who is focused on delivering optimal value to time, cost, and quality
- Excellent data analytics skills and ability to interpret and present data to inform decisions
- Good report writing and presentational skills
- Ability to translate technical language into plain English and identify relevant data to inform improvement options
- Solid conflict resolution and negotiation skills
- Ability to translate interactions between various project schedules into a cohesive programme level dependencies and risk log

DESIRABLE

Qualifications and Knowledge

- An understanding of the Public Sector delivery

- Engineering background

REWARDS AND BENEFITS

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

- 25 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 are about to move into a new bright, airy, modern office space, with all 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 £9.90 - higher than the government minimum for over 23s, **currently £9.50 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.