

Job title: Programme Management Officer (PMO)	Team: TBC
Reports to: Programme Manager	Location: Field Based
<p>Job purpose: The Bloom PMO will be responsible for assisting the Programme Manager in establishing and maintaining the Bloom programme management governance framework and structures. The role will ensure the correct prioritisation of programme deliverables and alignment to the strategic goals of the business, as well as ensuring that the right people have access to the right information to make timely and well considered decisions. The role will be responsible for the administration of the key programme governance strategies and policies.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Providing timely management reporting on the key elements of the programme including schedules, financials, performance and resources. • Ensure that the prioritisation of programme work, and resources is aligned the businesses strategic objectives. • Support the Programme Manager with the planning and scheduling of resources and capacity forecasts and planning. • Create and maintain efficient programmes processes and workflows. • Enable team efficiencies by facilitating effective knowledge transfer and sharing of information through implementation of an effective Document and Information Management Strategy • Development and documentation of the key programme strategies and policies including: <ul style="list-style-type: none"> ○ Benefits management ○ Risks and issues management ○ Quality and assurance management ○ Change and configuration management. 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of managing a PMO office. • Experience of managing the complete lifecycle of a project with project teams of 2 to 15 people. • Experience of project management using AGILE or PRINCE2 methodology (or equivalent) • Background of successful programme delivery from initiation to closure in a technology focussed programme. • Leading a team in a programme and project environment to effect significant business change and transformation. • Experience of managing significant budgets and resource planning and allocation procedures. • Excellent written and verbal communication skills • Excellent knowledge of techniques for planning, monitoring, and controlling programme deliverables. • Significant experience of successfully leading, coaching and motivating teams to deliver.

Job Description

- Facilitate team collaboration, communications, and alignment between remote working teams.
- Identification and management of cross programme dependencies

- Excellent interpersonal and leadership skills and the ability to engage, collaborate and influence at all levels and establish credibility with peers and senior leaders.
- Experience of dealing with a wide range of different stakeholders and stakeholder group. being able to tailor approach and adapt for the relevant audience.
- Behaviours that are displayed in line with our Company values and always strives to deliver an outstanding customer experience.

Desirable:

- Experience in dealing with a large public sector customer base.
- Experience of working on programmes which develop cloud-based solutions focussed on automation and use of data.

Technical / professional qualifications:

- Practitioner in Prince 2 or other equivalent Project Management methodology.
- Practitioner in MSP or other equivalent Programme Management methodology
- Degree or equivalent level of higher education qualification

Key performance indicators: (max. 5)

- Time
- Cost and Benefits
- Quality

Direct reports:

- None