Job Description

Job Title:
PMO Manager – Department Lead

Main purpose of role:
To head the Projects Department. Ensuring the successful implementation of all client projects within the agreed timescales and budgets.

Annual salary:
£55,000+ (depending on experience)

Employment Type:
Permanent/Full time

Job location:
Lincoln - Hybrid working (with in office contract) – Minimum of 2 days in the office per week with regular in-office team meetings each month – You can expect to be in the office around 8-10 days a month.

Occasional off-site visits required.

Reporting to:
Operations Manager

Duties and Responsibilities:

1. **Project Oversight:** Overseeing the project portfolio to ensure projects are completed on time and within budget. This includes monitoring project performance and implementing corrective actions as needed
2. **Team Leadership:** Overseeing and guiding the Projects team with both direct and indirect reports. Providing mentorship, support, and performance feedback to ensure successful project delivery and professional growth.
3. **Developing Project Plans:** Collaborating with Project Managers and technical experts to create detailed plans for project execution.
4. **Resource Allocation and Efficiency:** Overseeing the allocation of project resource hours to ensure efficient use of team members' time, ensuring clear tracking of time spent on tasks, distributing and allocating resources accurately, and optimising schedules to meet project deadlines without overburdening staff.
5. **Scheduling System Management:** Managing the demand pipeline by maintaining an effective scheduling management system.
6. **Stakeholder Communication:** Engaging with both internal and external stakeholders to keep them apprised of project progress and any emerging issues.
7. **Risk Management:** Identifying potential risks and developing strategies to mitigate them
8. **Quality Assurance:** Developing and maintaining quality assurance processes to ensure consistency of delivery across the portfolio is maintained.
9. **Compliance:** Operate in accordance with company policies and procedures.
10. **Sustainability:** Promote sustainable practices to minimise the company's carbon footprint and waste.

Essential skills

Job Description

- **Leadership and Team Management:** Experience leading and managing teams within the PMO function.
- **PMO Leadership:** Experience running the PMO function for a SaaS based implementations.
- **Proven PMO track record:** Experience of portfolio, programme, and project management using Prince2 methodology for Software implementation.
- **Private Hospital Experience:** Extensive experience working in a private hospital environment, understanding its unique operational and regulatory requirements.
- **Client Collaboration:** Proven track record of working with both internal and external customers to deliver business requirements for projects.
- **Requirements Analysis:** Ability to analyse business and stakeholder needs and translate them into system functional requirements.
- **Communication Skills:** Excellent communication skills, both written and verbal.
  - **Meeting Facilitation:** Confidence in conducting meetings and communicating at various stakeholder levels.
- **Leadership:** Demonstrated strong leadership abilities.

Desirable skills

- **SQL Experience:** Possess a good understanding of SQL databases

---

Why you should pick us:

- **Dedicated PDP time:** We give you dedicated time to be spent on your personal development each week.
- **We'll help grow your knowledge:** We have a dedicated internal Learning and Development department to help upskill you throughout your career with us.
- **Everyone needs a break sometimes:** We give 22 days' annual leave, plus bank holidays (increasing with service.)
- **To help you celebrate:** We provide an extra day off for your Birthday.
- **Make a difference:** Enjoy an extra day off annually to dedicate to volunteering and giving back to the community.
- **Team building is important:** We have a departmental outings budget so everyone can get to know each other outside of work. We also have regular companywide events.
- **New starter WFH allowance:** Outside of your technical equipment, which we of course provide, we also give £100 Work from Home Allowance to go toward anything else.
- **Thinking of the future:** We have Pension & Private Healthcare Insurance schemes.
- **Drive green:** Take advantage of our electric car leasing scheme via salary sacrifice.

Employment is subject to:
- Successful completion of DBS check with annual renewal
- Proof of eligibility to work in the UK
- Full driver's license or commitment to pass within the first 12 months of employment

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.