

Job Profile

PMO Lead

Grade: RB1

Date created: May 2026

About the Job

As PMO Lead you will have overall responsibility for the planning, delivery and governance of the organisational portfolio. You will ensure that the administration and monitoring of projects and programmes is such that cost, quality, schedule, and benefits realisation are controlled and achieved and that all projects adhere to best practice and standard approaches for project management.

You will promote a consistent organisational project delivery approach to project management including resource planning and management, preparing resource plans and the monitoring and reporting of project and programme benefits.

Establishing portfolio reporting, you will have a focus on value-added advice and challenge, and the early identification and resolution of risks and issues, whilst ensuring full benefits realisation.

This is what we need you to do...

- Prepare and coordinate reports and papers for the Transformation Executive Board / Executive Leadership Team Progress Group, ensuring senior leaders have appropriate visibility, oversight and assurance of progress, risks and delivery across the prioritised corporate portfolio.
- Build strong, constructive working relationships with programme managers and leads, ensuring timely visibility, oversight and assurance of progress, risks and delivery across priority programmes and projects.
- Define the approach and set the standards for the support provided for managing and monitoring portfolios, programmes, and projects.
- Prioritise key organisational initiatives based on the impact and urgency of the initiatives.
- Evaluate project and/or programme performance and recommend changes where necessary.

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- Ensure effective processes are in place to support the effective management of resources and delivery of PMO services and resources in line with current and planned demand.
- Set and embed programme and project management standards and processes that establish clear delivery expectations, enable effective monitoring, and support delivery assurance and benefits realisation across the programmes within the corporate portfolio.
- During the programme lifecycle, add value by ensuring delivered projects meet design specifications and quality standards and are completed to agreed timescales.
- Reporting of costs to stakeholders and preparation and presentation of cost-benefit analyses to support the implementation of projects.
- Regular review of the performance of the PMO, directing and leading on opportunities for improvement.
- Support the development and implementation of programme and project management standards that promote strong benefits management, enable consistent monitoring of portfolio performance against budget, time and scope, and support informed assurance and intervention where risks and issues emerge.
- Ensure effective risk management is in place and escalate any items of concern.
- Contribute to reviews and audits of project and programme management to ensure conformance to standards.
- Advocate for the effective use of corporate risk, change management and project management training, ensuring relevant advice and guidance are understood and reflected in planning, delivery and coordination activity.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Previous PMO Lead experience
- Experience of managing a portfolio in excess of £10m
- Experience of project planning, risk management and budget control
- Experience of working on organisation wide change or transformation programmes
- Effective management of staff and teams
- Managing multiple demands and responsibilities in order to meet challenging deadlines
- Experience of managing complex, high-risk programmes requiring significant organisational and cultural change
- Line management experience

Knowledge, Skills and Understanding

- Strong stakeholder engagement skills, with evidence of the ability to motivate and influence senior stakeholders across the organisation
- Ability to lead and engage with external partners and suppliers
- Able to exercise influence across a range of stakeholders, including managers senior to the post holder
- Able to present a well argued, robust business case
- Preparing and presenting clear, concise reports
- Problem solving and analytical skills
- Benefits management
- Understanding of the organisational context and its partners
- Understanding of relevant areas of organisational activity
- Ability to work with and across a range of stakeholders

Behavioural attributes

- Must display the Gloucestershire County Council Leadership Behaviours (see separate document)
- Collaborative approach
- Self motivated and determined
- Excellent written and verbal communication skills
- Good negotiation skills
- Committed to high standards
- Able to work as part of a team
- Able to motivate and influence others
- Self aware and open to learning
- Able to take and communicate decisions in a timely manner
- Able to enthuse, achieve buy in and drive change
- Exhibits attributes of a leader
- Well organised and able to meet tight deadlines

Education & Qualifications

Essential

- Educated to degree level or equivalent

Desirable

- PMO related qualification

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