|  |
| --- |
| **TITLE:** PMO Manager (Next Generation Transformation) |
| **TEAM/PROGRAMME:** Transformation Delivery & IT  | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B; Mid-Senior Level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** Save the Children is evolving its organisational structure in order to stay true to its mission, vision and values, whilst being able to withstand external pressures – be those geo-political demands; increasing stakeholder expectations; challenging funding environments; reduced access to funding; or declining trust in large INGOs. This is driven through our ambitious transformation agenda. Our focus is on championing the rights and interests of children worldwide, putting the most vulnerable children first and to do this we need to ensure we effectively connect with the children and families we support as well as the communities and partners we work. Over the past 6 years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established. As we move towards finalising delivery of this critical set of initiatives, we now need to look to the future and focus on how we continue to ensure focus on our Ambition 2030 and in particular unlock the potential of the enablers digital, data and localisation for children. This next period of change will be managed via the Next Generation Transformation Portfolio. The Portfolio is focused on ensuring three key enablers digital, data and localisation will grow the effectiveness of engagement with supporters, delivery of programmes for children and driving efficiencies in our operations.The PMO Manager (Next Generation Transformation or ‘Next Gen’) is a key member of the Portfolio Management Office (PMO) team. This team is responsible for defining and maintaining the standards for portfolio management within the organisation, across 60 Country and Regional offices and 30 Member organisations. The PMO Manager (Next Gen) will be the PMO business partner for the projects that comprise Next Gen and is broadly responsible for:* Building and managing excellent stakeholder relationships
* Monitoring and quality assuring projects, ensuring projects work within agreed PMO controls
* Providing support and challenge to IT and business change projects across a wide and varied portfolio
* Portfolio Management and oversight alongside the Head of Next Gen Portfolio Management.
 |
| **SCOPE OF ROLE:** **Reports to:** Head of Next Generation Portfolio Management**Staff reporting to this post:** None**Budget Responsibilities:** No budgetary responsibility**Role Dimensions**: The role holder will work across a portfolio of c.18 global projects. Key stakeholders include the Transformation Delivery and IT Management Team, Extended Leadership Team, Project Managers, Project Leads, and Project Teams. |
| **KEY AREAS OF ACCOUNTABILITY:** **Stakeholder Engagement:** * Be the main point of contact for all Next Gen projects, understanding the projects in detail - supporting them to deliver well and to enable achievement of the expected benefits
* Work effectively with project / programme teams across the portfolio to ensure they are held to account for delivery against priorities and associated plans
* Manage senior stakeholder engagement across a variety of complex governance meetings
* Actively engage with individual projects to understand priorities / progress and step in to provide hands on support when required
* Collaborate within PMO and with other department leaders to define, prioritise, and develop projects.

**Monitoring and Control:*** Oversight and quality assurance of projects’ delivery status, risks, issues, benefits and plans and escalation to the Head of Next Gen Portfolio Management / senior leadership as required
* Continuous evaluation of projects to ensure they are meeting the standards set by the PMO and providing structured feedback to Project Leads and Project Managers
* Monitor dependencies in projects, ensuring these are properly captured, monitored and content specific interventions and priorities are clearly defined and actioned
* Accurate documentation of project creation, development, and execution as well as documenting project scope, budget, and justification
* Manage all elements of project and programme level reporting, ensuring effective engagement with key governance groups and engaging with individual project teams to ensure governance meetings are efficient and effective (inc. setting up new governance forums where needed).

**Supporting Role:*** Support project / programme teams to remove blockers as they arise (inc. helping resolve resourcing issues), reaching out to senior stakeholders in support of the teams where needed
* Coach project / programme teams in the application of the PMO Lifecycle and controls to their projects, including use of the PMO PPM tool
* Guide projects in the preparation of high quality stage gate and other approval documents
* Coach Project Managers and project teams to work within Agile methodology and ways of working
* Escalate, intervene, and facilitate decision-making as needed.

**Portfolio Management:*** Work closely with the Head of Next Gen Portfolio Management to manage portfolio level risks, issues and interdependencies
* Lead on content preparation for governance meetings, drive forward future governance planning across the portfolio and assist with setting up portfolio level governance
* Work closely with the projects and the Resourcing Manager to ensure project resourcing is up-to-date across the portfolio
* In collaboration with the Head of Next Gen Portfolio Management and the Finance Business Partner, oversee the management and tracking of benefits across the Next Gen Portfolio.

**Other:*** Support the Director of PMO and Head of Next Gen Portfolio Management in developing and implementing PMO strategy, including developing and implementing plans for PMO maturity and identifying opportunities for continuous improvement
* Draft new and improve existing PMO policies and processes.
 |
| **SKILLS AND BEHAVIOURS (Values in Practice**):**Accountability:*** Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity.
 |
| **QUALIFICATIONS** * Educated to Degree level or equivalent work experience
* Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI) including experience leading a project using such a methodology
 |
| **EXPERIENCE AND SKILLS****Essential*** Knowledge of project, programme, and portfolio management practices, standards, and methodologies (inc. Waterfall)
* Experienced and qualified in Agile methodology and its application
* Experience of industry project management standards and holding project management teams accountable to those standards
* Demonstrable coaching skills to help build the capabilities of others in the area of Project and Change Management
* Experience in managing a complex portfolio of transformation initiatives or programme or experience of leading a global transformation initiative as a Project Lead or equivalent
* Experience of working on IT and business focused projects
* Demonstrable experience of acting as a ‘business partner’ to functional areas e.g. Supply Chain, Finance etc
* Experience of working in a fast-paced environment with high levels of change and quick turnaround times, whilst delivering to the highest standards
* Ability to resolve complex project issues, with a balance of pragmatism and rigour
* Experience setting up and working within project governance structures
* Experience delivering interventions to support the resolution of issues
* Experience engaging with complex stakeholder groups and leading engagements with key governance bodies
* Confident user of standard Microsoft applications, including MS Project, Excel, PowerPoint, SharePoint and Teams
* Commitment to Save the Children values.

**Desirable*** PMO experience in a senior analyst/manager role
* Experience of working globally
* Non-profit sector knowledge/experience
* A second language. Preferably French, Spanish, Portuguese or Arabic.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Roly Clark  | **Date:** May 2023 |
| **JD agreed by:** Suzanne Vincent | **Date:** 21 June 2023 |
| **Updated By: Ashley Rogers** | **Date: January 2024** |
| **Evaluated:** | **Date:** |